**CURRICULUM VITAE**

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| **Name** | **Mohammed Aamer Rizwan** |
| **Nationality** | **Indian** |
| **Mobile No.** | **+966-581499162** |
| **Current Position** | ***Accountant*** |
| **Email****Iqama Status** | **aamerr128@gmail.com****Transferable** |

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| **Profile** |
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| Young ambitious, dynamic, hard-working, experienced graduate. Enjoy working in a challenging work environment and team work. Believe in being loyal to my place of work and my seniors. Willing to learn well oriented with a clear vision of career and future objectives. I am keen to embark on a new and exciting challenge within a dynamic and progressive company, where my skills and zeal to achieve results will inspire a difference. |
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| **Academic Education** |
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| * **Master of Business Administration (Finance)** Hyderabad, India 2002
* **Commerce Graduate**, Hyderabad, India 2000
* **Socpa Membership**
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| **Application Software** |
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| * Ms-office(Ms-word, Ms-excel , Ms-powerpoint)
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|  **Personal Details** |
| * Father’s Name M.K.Zahiruddin
* Linguistic Skills English, Hindi, Urdu & Arabic Limited Ability.
* Religion Islam
* Marital Status Married
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| **Technical Proficiency** |
| * ERP – IFS
* Quickbooks
* Tally
* Focus RT
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| **Over 18 Years of Professional Experiences** |  |
| **Company Name** | **Duration** | **Title** | **Location** |
|  **Tamimi Group** | Jan-2016 – July 2021 | **Accountant** | Saudi Arabia |
|  **Masdar Group** | Jan 2011- Dec 2015 | **General Accountant** | Saudi Arabia |
|  **Masdar Group** | Sept-2005 – Dec-2010 | **Accountant** | Saudi Arabia |
|  **Khusheim Group** | Dec 2003- June 2005 | **Accountant** | Saudi Arabia |

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| **Responsibilities Carried Out** |
| **Company** | **Responsibilities** |
| **Tamimi** **Group** | ***Accountant**** **Maintaining of Cash Book.**
* **Maintaining of Ledger and Petty Cash Accounts.**
* **Full Spectrum of Payables, Receivables & Cost Accounting**
* **Rectifying Accounting entries and making necessary corrections.**
* **Reconcile of General Ledger Accounts and Bank Reconciliation Statement.**
* **Finalization of Accounts Generating & Maintaining MIS Financial reports. (Trail Balance, Profit and loss account and Balance Sheet)**
* **Preparation of monthly Schedules, such as Prepaid Expenses,BonusProvision,GosiProvision,Vacation Salary Payable, Vacation Ticket Payable, Depreciation Schedule & End of Service Benefits.**
* **Preparation of Monthly Payroll of Staff &Labour**
* **Interact with internal and external auditors in completing audits.**
* **Preparation of Budgets and forecasts Annually with consultation of department head & Finding out Variance analysis in between forecasted & Actual to make effective decisions by management**
* **Valuation of inventory and verification of physical stock on half yearly basis**
* **Develop and maintain internal control and effective accounting system with policies.**
* **Drive Strategic Business Plans by considering Capex, Opex into forecasted financial results**
* **Co-ordinate with bank for raising LC’S, LG’S, Performance Bond, & Bid Bond**
* **Negotiate with Banks of interest rate for short-term loan / Medium term loans**
* **Preparation of Cash Flow Statement & Cost Analysis Report**
* **Handling & Reconciling the Inter Company Accounts**
* **Preparation of Financial Ratio Analysis and interpreting on the performance of business**
* **Working with Tax Consultant in preparation of Zakat, with holding tax file Returns.**
* **Timely payment of VAT, and Filing the returns**
* **IFRS,and Support Financial Risk Assessment on Designated Projects**
* **Maintain appropriate insurance coverage**
* **Monitor all open legal issues involving the company**
* **Manage Accounting books of 3 different entities with the assistance of Accountants and finalize their Consolidated Financial Statement**
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| **Company** | **Responsibilities** |
| **Masdar Group****Masdar Group** | ***General Accountant**** **Maintaining of Cash Book.**
* **Maintaining of Ledger and Petty Cash Accounts.**
* **Keeping Record of Payables and Receivables.**
* **Rectifying Accounting entries and making necessary corrections.**
* **Reconcile of General Ledger Accounts and Bank Reconciliation Statement.**
* **Finalization of Accounts Generating & Maintaining MIS Financial reports. (Trail Balance, Profit and loss account and Balance Sheet)**
* **Preparation of monthly Schedules, such as Prepaid Expenses,BonusProvision,GosiProvision,Vacation Salary Payable, Vacation Ticket Payable, Depreciation Schedule & End of Service Benefits.**
* **Preparation of Monthly Payroll of Staff &Labour**
* **Interact with internal and external auditors in completing audits.**
* **Preparation of Budgets and forecasts Annually**
* **Valuation of inventory and verification of physical stock on half yearly basis**
* **Raising the debit notes& Credit Notes as per requirement**
* **Co ordinate with bank for raising LC’S and Performance Bond**
* **Preparation of Cash Flow Statement**
* **Handling & Reconciling the Inter Company Accounts**
* **Preparation of Financial Analysis Report**
* **Preparation of Zakat & Tax File Returns**
* **Timely payment of VAT, and Filling the returns**
* **Preparation of Cost Analysis Report**

***Accountant**** **Maintaining of Cash Book.**
* **Maintaining of Ledger and Petty Cash Accounts.**
* **Handling all Accounting transactions.**
* **Receiving Invoices and Arrange for payments.**
* **Keeping Record of Payables and Receivables.**
* **Rectifying Accounting entries and making necessary corrections.**
* **Reconcile of General Ledger Accounts and Bank Reconciliation Statement.**
* **Finalization of Accounts Generating & Maintaining MIS Financial reports. (Trail Balance, Profit and loss account and Balance Sheet)**
* **Preparation of monthly Schedules, such as Prepaid Expenses,BonusProvision,GosiProvision,Vacation Salary Payable, Vacation Ticket Payable, Depreciation Schedule & End of Service Benefits.**
* **Preparation of Payroll of Staff &Labour**
* **Interact with internal and external auditors in completing audits.**
* **Preparation of Budgetsand forecasts Annually**
* **Valuation of inventory and verification of physical stock on half yearly basis**
* **Raising the debit notes& Credit Notes as per requirement**
* **Co ordinate with bank for raising LC’S and Performance Bond**
* **Preparation of Cash Flow Statement**
* **Handling & Reconciling the Inter Company Accounts**
* **Highly motivated and capable individual to make decisions and work independently**
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| **Khusheim Group** | **Accountant*** **Maintaining of Cash Book.**
* **Maintaining of Ledger and Petty Cash Accounts.**
* **Handling all Accounting transactions.**
* **Keeping Record of Payables and Receivables.**
* **Preparation of Trial Balance.**
* **Preparation of Trading, and Profit and Loss Account.**
* **Preparation of Balance Sheet.**
* **Bank Reconciliation Statement.**
* **Preparation of Debit Note and Credit Note.**
* **Register of Daily Purchases & Sales Invoices.**
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