

MOHAMMED SANOUR AKHTAR



PROFESSIONAL SUMMARY

Chartered accountancy (intermediate) with more than 7 years of experience of ledger processes, account reconciliations and streamlining accounts. Possess an M.com with a focus in accounting. Seeking to leverage accounting expertise and experience into a Managerial role as a corporate banker.

CONTACT

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WORK HISTORY

11/2017 to Current

DIGI COLOR FOR TRADING EST (Dammam - KSA)

- Created financial reports and supported all areas of responsibility within a 4-person finance team.
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data.
- Performed process analysis, and communicated recommendations to management.
- Process journal entries and perform accounting corrections to ensure accurate records.
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data.
- Performed process analysis, and communicated recommendations to management.
- Process journal entries and perform accounting corrections to ensure accurate records.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
- Produces payroll by initiating computer processing; printing checks, verifying finished product.
- Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Avoids legal challenges by complying with legal requirements.

Accounts executive, 05/2014 to 03/2017

QATAR CHEMICAL LIMITED - Qatar

- Cash reconciliation statement
- Inward & out ward statement.
- Stock reconciliation statement.

SKILLS

- Oracle, ERP, Tally and all Microsoft. Office Application.
- Balance sheet
- Trial balance
- Cash flow statement
- Payroll
- Process analysis
- Reconciling
- Record keeping
- Research & Analysis
- Internal control management
- Account management
- Financial management
- Pricing and costing
- Regulatory compliance
- Financial planning
- Risk management
- Problem solving

- Branch transfer of stock.
- Vender reconciliation statement.
- Client reconciliation statement.
- General A/c related work such as preparation of vouchers.
- Record keeping and accounting transactions.
- Generating sales invoices.
- Prepared financial report like profit & loss A/c, balance sheet as well as cash flow statement.
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data.

Accountant cum Internal Auditor, 04/2012 to 03/2014

AID HEARING PLUS (P) LTD

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- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
- Produces payroll by initiating computer processing; printing checks, verifying finished product. Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Avoids legal challenges by complying with legal requirements.
- Secures financial information by completing database backups.
- Protects organization's value by keeping information confidential.

Financial Assistant, 08/2008 to 02/2012

BASUDEYKAPOOR&ASSOCIATE R.C. Kapoor, CA

- I have to deal with a consortium often bankers, in respect of Term Loan, Cash Credit & Working Capital Facility from the Consortium Bankers. The areas of work comprises of preparing a monthly stock statement for calculation of drawing power, monthly interest calculation, dealing with the Bank Auditors.
 - Correspondence with Customers and Suppliers.
 - Matter relating to direct tax & indirect tax such as Excise Duty / CENVAT, Custom Duty, Service Tax, Central Sales Tax (CST)/ State Sales Tax (VAT) and Tax Deduction I Collection at Source.
 - Fund Management.
 - Finalization of Accounts.
 - Co-ordinate with Auditors.
 - Compliance with Company Law Matters including preparation of minutes and filing of forms and returns with Registrar of Companies.
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EDUCATION

CPA (USA)-Financial Reporting, Auditing and Regulation, 01/2021

AICPA(USA) – GUAMA (pursuing)

**CA (Inter), Financial Reporting, Auditing, Taxation, financial Management,
04/2013**

The Institute of Chartered Accountants of India - New Delhi

M.COM, Finance and Accountancy, 04/2010

Indira Gandhi National Open University - New Delhi

B.COM(HONS), Finance and Accountancy, 05/2007

University of Calcutta - Kolkata

**CS (Final)-Company Laws, Labour Laws, Tax Laws, legal compliances,
06/2013**

The institute of Company Secretary Of India – Mumbai.

Diploma in IFRS - ACCA UK (pursuing)

ADDITIONAL INFORMATION

- Exemption in three paper in Cs executive Exam with distinction marks
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