



MOHAMMED SHARIEF

ACCOUNT EXECUTIVE

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Professional summary:

Over 15 Years, I have been employing in India and Abroad, seeking a career oriented position with a Professionally Managed Organization where my education and work experience is best utilized for dedicated corporate development. A position where talent, sense, responsibility, commitment, output of work required along with personnel and professional growth is commensurate with achievements.

Looking for a suitable position in: **Financial Accounting # Logistics # Operation.**

Skills:

- Balance sheet and bank reconciliations
- Annual reports
- Bookkeeping
- Account Reconciliation
- Cash Flow analysis
- Financial statements expertise
- Budgeting and cost principles
- Reporting and documentation
- Management accounting
- Tax return filing
- Cash and credit management

Work History

Finance Executive, 08/2009, Current

Adel Alharbi Customs Clearance EST, Al Khobar, Saudi Arabia

- Responsible for day to day accounting, finalization of accounts this includes consolidation of branch accounts.
- Handling finance & accounts department independently.
- Preparation of Bank Reconciliation Statements.
- Reporting the Accounts Status of Customers and Suppliers.

- Attending Customer enquiries and maintaining all documents files.
- Reconciliation of Accounts Payable and Receivable.
- Handling monthly Pay Roll for divisional staff and office administration tasks.
- Finalization of accounts up to Trial Balance.
- Preparation of Trading, Profit and Loss Account and Balance Sheet.
- Preparation of schedules to Balance Sheet and Profit and Loss Account.
- Preparing VAT (Value Added TAX) statement monthly, quarterly, half yearly & annual.
- Assist with stock Audit and Internal Audit.
- Maintaining records and documents for all type of Vouchers.
- Maintaining purchase account individual for each purchase order.
- Checking and posting all the entries after final approval.
- Preparation of Petty Cash Book daily, fortnightly, and monthly basis.
- Managing and checking purchase orders and purchase register, and reports on supplier and brands.
- Maintaining and checking sales, sales return, receipts, credit, and debit notes.
- Arranged all invoices to patch up with purchase orders for input into computers.
- In charge for sorting mail, filing, and general office duties.
- Prepare, scrutinize, and maintain computerized bills payables and receivables
- Maintain books of accounts.
- Assisting with Tax Audits and Tax Returns.
- Preparing Stock Statement monthly, quarterly, half yearly & annual.
- Verifying invoices. Maintaining records of paid & unpaid Invoices
- Worked as an Office assistance to manage the Administration.
- Responsible for coordinate/ communicate with suppliers, clients and visitors in setting up meetings, conferences as well as appointments.
- Prepare daybook to transact all income/expenditure data.
- Verifying & Certifying Vendor (Transport) Invoices before making payment.
- Processing of all payments against Invoices and petty cash payments perform timely.
- Assisting with the development and implementation of accounting procedures.
- Assisting budget holders in the preparation of annual budgets and forecasting as well as comparison to ensure a realistic budget to advise.
- Implementing and improvements in current financial processes.

Accounts and Operation Assistant, 02/2009- 07/2009

Advance Team Lease Arabia, Al Jubail, Saudi Arabia

- Assist with the Warehouse team in the preparation of the Inbound and Outbound Warehouse schedules.
- Monitor shipping import / export processes to ensure compliance with regulatory and legal requirements.
- Maintaining records, filing and general administration duties.
- Co-ordination and planning of daily/weekly shipments.
- Keep tracking of cost changes and provide justification.

- Daily Reporting of Open Order Status, Order Queue, and Cross reference information.
- Planning and booking carriage through our carrier base.
- Ability to investigate and resolve shipment delivery issues in a timely manner.
- Verifies and updates customer account data and requirements regarding transportation arrangements.
- Organize transportation activities, including storage of goods, transportation movements, and arranging for services, as necessary.
- Review daily import reports, identify and research shipment and associated PO issues and resolve problems to insure timely delivery and flow of product into shippable inventory.
- Assisting in the management of team workload.
- Monitoring individual and team performance.
- Operational support for independent customer accounts

Accountant 08/2008- 09/2008

ETA ASCON, Dubai- United Arab Emirates

Accountant 01/2002- 11/2006

West Cost Gas Agency, Udupi, India

Auditing Assistant 09/1997- 11/2001

Sathish B.P. Auditor & Tax Practitioner, Udupi, India

- Provided administrative and management assistance to auditor and directed activities in office.
- Prepared balance sheets.
- Performed analysis and research to compile data to submit to auditor for special projects.
- Prepared year-end journal entries to prepare for annual audit.

Education and Qualifications:

Graduate Diploma in Business Management (Cost and Accounting Management) 04/2002-06/2005

Indian Institute Management and Engineering, India

Technical Achievements:

Diploma in Computer Applications, 01/1999- 12/1999

Manipal Institute of Computer Education, India

- Computer Concepts, Windows-10, Tally 7.2, Focus v6.003, ERP
- Microsoft Word, Microsoft Excel
- Operating System

- Introduction to Fox-pro, Internet
- Diploma in Fox-pro Programing.
- System Analysis and Design.

Other Skills/ Activities:

- Enjoy reading and variety of sports.
- Prompt, Punctual and Good Communication Skill.
- My friendly attitude appreciated by co employees, Supervisors, Clients and Suppliers.
- Motivated, efficient, accurate, and detail oriented.
- Strong analytical and problem solving abilities.

Personal Information:

- Nationality Indian
- Date of Birth 15.04.1979
- Religion Islam
- Marital Status Married
- Language Known English, Arabic, Hindi, Malayalam, Kannada
- Driving license Kingdom of Saudi Arabia (Valid)