

# MOHAMED MUZAMMIL, B.COM (CA)

■ Mobile: 0966564738636 ■ Email: muzbom5@gmail.com

**Dedicated B. Com (Computer Application) with Eight years of experience** developing and implementing financial and accounting systems, strategies, Expert in establishing accounting functions, Time Consuming, Treasury Management, Payable and receivable. Expert in Excel to Accounting and Financial management

## Education

- **Bachelor of Commerce with Computer Application, 5/2013**

## Experience

### HEXAGEN GENERAL CONTRACTING COMPANY

**12/2019 to Present**

#### GENERAL ACCOUNTANT

#### Duties and Responsibilities

- Prepared daily, weekly, and monthly reports (Accounts Payable & Receivable).
- Assisting with the preparation of year-end accounts. Provide supporting documentation for audits
- Aid in receivable and payables tasks.
- Carrying out month end closing activities such as account reconciliation, expense accounting, etc.
- Prepare financing reports required for team meetings or as requested by monitoring as well as clients.
- Process vendor payments and check requests
- Process payroll and employee benefits calculation
- Review all invoices for appropriate documentation and approval prior to payment.
- Communicated with representatives of the internal and external auditing committees to foster strong, mutually beneficial relationships.
- Performing any ad hoc tasks assigned by the management
- Preparing project costing related reporting to the team and management's review monthly to ensure that expenditures are kept within the project budget.
- Coordinating and working with the project management team to resolve project issues to ensure the delivery/completion of the project work.
- Supporting the Chief in day-to-day financial operations.
- Coordinating and working with Vendor & Customers to maintain proper balances by reviewing Statement of accounts
- Post transactions to journals, ledgers, and other records in Focus ERP system
- Prepare and process electronic transfers and payments
- Document control, filing, and record keeping
- Preparing VAT tax returns.
- Review all intercompany transactions and generate invoices as necessary.

**Accountant, (Accounts Payable/ Treasury Management)**

Managing the A/P process and have responsibilities for the Supplier/Vendor Payment. Also be in charge for the accounts receivable process for last 6 months in terms of team Lead absence in Payables dept. Organizing the Treasury activities and financial analysis and facilitates Management. Develop and manage external financial relationships (e.g., banks, auditors) and constantly look for ways to strengthen overall financial Performance.

**Key results:**

- Review all invoices for appropriate documentation and approval prior to payment.
- Responsible for all Accounts Payable processes.
- Sort and distribute incoming mail.
- Process checks requests.
- Managing the outstanding due for the supplier and arranged for the Payment According to the age of invoice and Company Policy.
- Used Oracle Finance Application for the entire Accounts/Finance Process.
- Reconcile bank statement, vendor statements, research, and correct discrepancies.
- Assist in month end closing.
- Managing and tracking the Bank Due Payment and arranged for due Payment without penalty.
- Preparing and analyzing accounting records and financial statements reports.
- Avoiding outstanding expenses and managing the petty cash.
- Assigning entries to proper accounts and managing the separate Accounts for each Project.
- Process and audit of Employee Expense reports.
- Verified details of transactions, including funds received and total account balances.
- Creating various shortcuts in excel and using the software called Data Load to complete the work in short time.

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**CHOLAN PROPERTY DEVELOPERS PVT.LTD — Chennai, India.****5/2013 to 9/2015****Accountant**

Cholan Property Developers Pvt.Ltd is the leading construction company in the city and providing high quality construction, worked in a various project and assist as an accountant in the company

**Key results:**

- Created and implemented a comprehensive billing, credit and collection policies and related procedures for the department.
- Set up vendor's accounts on system as the company had taken back in-house the handling of accounts receivable from an outside third party.
- Prepared daily, weekly, and monthly reports.
- Mailed invoices and statements and followed up with customer plus Created debit / Credit Memo when needed.
- Point person for quarterly and annual audits as regards billing, cash, revenue, and collections.
- Handled sensitive information in discrete and careful manner
- Developed and maintained positive relationships with clients
- Prepared, reviewed, and analyzed quarterly and annual financial statements to present to executives
- Ensured accuracy of revenue and expense accounts.
- Provided weekly quality checks of documents.
- Managed and supported junior accountants and provided them with accounting advice.

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## Technical & Professional Skills

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- Experience Hand in Oracle FICO & HRMS
- Quick Books, Focus9
- Excellent in MS-Office packages.
- Expert in data loader.
- Quick Learner.
- Team Building & Team bonding & Team management possession.
- Leadership Skills.
- Excellent Management Skills
- Good Communicator
- Team Player
- Problem Solving
- Creative & accurate reporting

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## Personal Profile

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**Name** : F. MOHAMED MUZAMMIL  
**Fathers name** : FIRDOUS MOHIDEEN  
**Sex** : Male  
**Date of birth** : 05.01.1993  
**Nationality** : Indian  
**Marital Status** : Married  
**Passport No** : U9100399  
**Language Known** : Tamil, English & Hindi (Arabic Lower)  
**Hobbies** : Reading Books, Playing Cricket, Listening Music, Exploring Food, Cooking

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## Declaration

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I hereby declared that all given details are true and correct with the best of my knowledge and belief.

F. Mohamed Muzammil