

## MOHAMMED RAZI UDDIN ATIF

(MBA Finance) B.COM (Computer)

Contact No: +966-561684024

E-mail: atif\_razi@yahoo.com

Iqama Status - Transferable



### CAREER OBJECTIVE

To obtain an accounting position in a progressive organization where I will be able to contribute my Skill, Knowledge and experience that will give me an opportunity to develop my career.

### CAREER PROFILE

- Extensive 9 Years of total work experience in the field of accounting including deep-rooted exposure to financial statement Preparation and ability to handle accounts up to Finalization.
- Expertise in Account Payables/Receivable, Inventory Management & Preparation of Staff Payrolls.
- Well Versed in Tally, ERP, Peachtree and Quick Books & Cloud Based Accounting.
- Microsoft Office Proficiency, specially within Outlook, Word, Excel (Advanced) and PowerPoint.
- Professionally qualified with a Master's in Business Administration – MBA(Finance) & Bachelor of Commerce (B. Com)

### PROFESSIONAL EXPERIENCE

Previous Company	: Al Muhaidib Contracting Company
Previous Designation	: Accountant
Previous Tenure	: May 2017 to Sep 2021

### JOB PROFILE 1:

- Preparing day to day invoices, Receipt and Payment voucher & Posting of Account transactions, Payment of bills, expense booking & filling of vouchers.
- Maintaining day-to-day books of accounts.
- Preparing and Maintaining Sales, Purchase & Expense/Cash registers.
- Verifying appropriate vouchers as per transactions.
- Reconciling bank statements and cash book entries.
- Preparing Purchase Orders, Quotations, Delivery Order etc.
- Charge Expenses to Accounts and Cost Centers by Analyzing invoice/expense reports.
- Maintain Stock Ledger & Supervise Inventory control.
- Maintain Reorder Level & Submit the Same to purchase department.
- Provide Financial Information to Management for decision making & planning new strategies.

- VAT Return Filling.
- Preparing Payroll in Excels for the Staff and Branches.
- Preparing Trial Balance, Profit and loss account, Balance sheet from ERP Software.
- Processing transactions Issuing Checks, updating Ledgers, Budgets etc.
- Maintain Petty Cash for the Branch.

Previous Company	: <b>Al Ghazzawi Development Company(Joffre's and Coffee)</b> <b>(Real Estate &amp; Rental)</b>
Previous Designation	: Accountant
Previous Tenure	: May 2010 to Dec 2017

### **JOB PROFILE 2:**

- Reconciling bank statements and cash book entries.
- Preparing day to day invoices, Receipt and Payment voucher & Posting of Account transactions, Payment of bills, expense booking & filling of vouchers.
- Maintaining day-to-day books of accounts.
- Preparing and Maintaining Sales, Purchase & Expense/Cash registers.
- Verifying appropriate vouchers as per transactions.
- Reconciling bank statements and cash book entries.
- Preparing Purchase Orders, Quotations, Delivery Order etc.
- Charge Expenses to Accounts and Cost Centers by Analyzing invoice/expense reports.
- Maintain Stock Ledger& Supervise Inventory control.
- Maintain Reorder Level & Submit the Same to purchase department.
- Provide Financial Information to Management for decision making & planning new strategies.
- Preparing Payroll in Excels for the Staff and Branches.
- Preparing Trial Balance, Profit and loss account, Balance sheet from ERP Software.
- Processing transactions Issuing Checks, updating Ledgers, Budgets etc.

Previous Company	: <b>Abyaar Modern Commercial Services Company</b>
Designation	: Accountant
Tenure	: Feb 2008 to March 2010

### **JOB PROFILE 3:**

- Daily Sales Revenue Verification and Follow up for daily Bank deposits.
- Maintain Petty Cash for Head office and Sub Branches.
- Prepare Payments by verifying Invoices and requesting disbursement.
- Preparing and Maintaining Sales, Purchase & Expense/Cash registers.
- Verifying appropriate vouchers as per transactions.
- Reconciling bank statements and cash book entries.
- Preparing Purchase Orders and processing Payment to Vendors.
- Charge Expenses to Accounts and Cost Centers by Analyzing invoice/expense reports.
- Preparation of Payroll for Head Office and for Sub Branches(Jed-Ryd-Khobar)

## KEY SKILLS

- Strong Knowledge of Accounting Procedures (GAAP)
- Ability to Analyze and interpret data.
- Strong Verbal and written English Communication skills.
- Orientation to quality and extremely attentive to detail.
- Team Player with the ability to work independently.
- Good at handling large volume of data and complex spreadsheets.
- Talent to prioritize tasks and also perform multiple assignments in fast paced environment.

## PERSONAL DETAILS

Name : Mohammed Raziuddin Atif  
Father's Name : Mohammed Iqbal Uddin  
Date of Birth : 21<sup>st</sup> Feb 1981  
Nationality : Indian  
Marital Status : Married  
Gender : Male  
Languages : English, Arabic, Hindi & Urdu  
Passport Details : No - U8549375  
Joining Status : Available  
Mobile No. : **+966 561684024**  
Iqama Status : **Transferable**  
Possess License : **Saudi Arabia Driving License & Indian Driving License**

I hereby declare that the Above information provided by me is correct and authentic.

**(Mohammed Raziuddin Atif)**