# Mohammed Ifaf

Accountant

Masters in accounting and having experience as a general accountant with Bcom & MBA in finance as a major specialization. Highly detailoriented individual, eager to contribute towards the building of a strong finance team. Familiar with various accounting concepts & softwares.



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- AL Mahajar, Jeddah, Saudi Arabia 0
  - 13 July, 1993
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## WORK EXPERIENCE

**General Accountant** Chinchin Chinese Restaurant L.L.C (2yrs) 12/2019 - 12/2021

Ras Al Khor, Dubai, UAE

#### Achievements/Tasks

- All journal entries, receipts vouchers & cash payments.
- Maintaining record for all voucher.
- Keeping a full set of records for company and personal accounts.
- Preparing periodic reports with respect to the activities and achievements to direct supervisor for review.
- Providing assistance with balance sheets, tax calculations and financial statement information.
- Analyzing costs and recommend cost savings.
- Reconciling bank statements to monitor finances.
- Managing budgeting & forecasting.
- Using tally ERP 9 for making purchase orders (P.O) for 16 restaurants along with Central kitchen (CPU) and 7 delivery orders (D.O) daily.
- Inspecting opening stock & closing stock of items made in central kitchen (CPU).
- Maintaining supplier & vendor dealings.
- Preparation of bank reconciliation statement.
- Verifying and processing of Corporate Supplier Payment.
- Petty cash handling.
- Payment reconciliation for supplier payments.
- Printing labels, posting & filing of invoices.

## Accounts Assistant

Shabbir Momin Audit & Tax Consultant (2yrs)

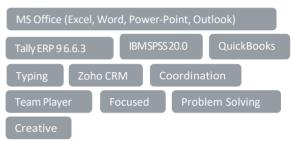
07/2015-07/2016 & 09/2018 - 09/2019

Bhatkal, Karnataka, India

#### Achievements/Tasks

- Maintaining accurate records of all daily transactions.
- Recording of all purchase invoices.
- Calculation of tax payable on purchase & sales.
- Attending clients for document collection and delivery.
- Assisting with monthly closing of accounts, tax computation & returns.
- Establishing tables of accounts and assign entries to proper accounts.
- Preparation of profit & loss a/c, balance sheet and other financial statements.
- Processing of client taxes.
- Sending necessary tax returns by post to the concerned authority.
- Reconciling accounts payable & receivables.

## SKILLS



# **EDUCATION**

### Bachelor Of Commerce (BCOM) -Karnatak University Dharwad Anjuman Arts, Science, Commerce

College & P.G Center 07/2012 - 05/2015.

Bhatkal, Karnataka, India

#### MASTER OF BUSINESS ADMINISTRATION (MBA) - Mangalore University

St. Aloysius College (Autonomous) 09/2016 - 06/2018, Mangalore, Karnataka, India

## PERSONAL DETAILS

NATIONALITY:INDIAN VISA STATUS: TRANSFERABLE IQAMA MARITAL STATUS:SINGLE IQAMA PROFESSION:LABOUR IQAMA NUMBER:2524567274 valid till 17/01/2023 NATIONALITY ADDRESS: MANGALORE, KARNATAKA, INDIA PASSPORT NUMBER:N2741014

## CERTIFICATION

#### Starting a Business Course (06/2017 - 12/2017) Completed this course online of just 20 hours & got a certificate of completion

## United Institute Of Computer Education (05/2018 - 07/2018)

Awarded a certificate by UICE for completing Tally ERP9 with 85% & Computer basic by securing 82% in courses of two months

Reading

## LANGUAGES

English Full Professional Proficiency

Hindi Full Professional Proficiency

Kannada Limited Working Proficiency Arabic (Beginner) Elementary Proficiency

Urdu Native or Bilingual Proficiency

Marathi Limited Working Proficiency

# INTEREST

Movies Travelling

Sports

aurun,	numutunu, mulu	