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
- linkedin.com/in/mohammed-ifafin 30362086

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)

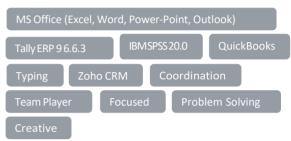
07/2015-07/2016 & 09/2018 - 09/2019

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	