

Mohammed Shareef Pasha



Riyadh, Saudi Arabia



+966562428495



shareefpasha@gmail.com

ACCOUNTS & FINANCE MANAGEMENT • FINANCE CONTROL & MANAGEMENT

Enterprising, results-driven and goal-oriented Finance & Accounts Management professional having 18+ years of work experience with a demonstrated track record of leading the preparation and analysis of financial reports having expertise in driving efficiency and productivity through evaluation of financial management systems.

Scouting for a managerial role within the Accounts & Finance Department; apply my competencies in accounting and financial management to improve internal controls, contribute to company profits and maximize shareholders' wealth.



KEY SKILL AREAS

- ▲ Finance & Accounts Management
- ▲ Cash Flow & Fund Management
- ▲ Financial & MIS Reporting
- ▲ Accounts Payables & Receivables
- ▲ Budgeting
- ▲ Reconciliation of AR & AP
- ▲ Payroll Management
- ▲ Monthly Closing
- ▲ Administration & Payroll Operations
- ▲ Collection Management
- ▲ Audit Management & Appraisals
- ▲ Bank Statement Reconciliation
- ▲ Balance Sheet Review
- ▲ Revenue Accounting & Analysis
- ▲ Gratuity Calculations
- ▲ Client Billing & Servicing
- ▲ Intercompany Reconciliation
- ▲ Team Management
- ▲ Communications Skills
- ▲ Leadership Skills



EXECUTIVE PROFILE

- ▲ Proficient in the implementation of advanced accounting applications with in-depth knowledge of the latest IFRS and FRS to ensure the financial documentation as per the internationally accepted norms.
- ▲ Expertise in handling complex problematic situations and tactfully dealing when conflicts occur among the employees within the department.
- ▲ Adept to preparation of day to day financials, including payroll statements and monthly financials for the Board.
- ▲ Hands on in monitoring day to day functioning liaising with VP's and managers to assure budget adherence, ensuring availability of all the resources to achieve the organizational goals.
- ▲ Skilled at implementation of ERP system to enhance the overall efficiency and efficacy of the individual team members with core competencies in delivering robust management information systems.
- ▲ Capable of building robust business relationship with both internal and external stake holders, liaising with auditors in coordination with the concerned departmental heads to safeguard the overall organizational interests.
- ▲ Coordinate with the Accounting Manager to ensure billing of funding payers with proper reflection of correct rate and units.
- ▲ Results-oriented leader focused on steering cross-functional teams to achieve objectives of cost control, revenue generation and statutory compliance, while managing business risks to prevent financial losses.



Arab Computers Co.Ltd. (MIDIS-Lebanon Group), Riyadh, Saudi Arabia
Senior Accountant (November 2019 to till Today)

Key Responsibilities:

- Handle the process of Journal Entries ensuring high level of accuracy in coordination with the related departments to make submissions within the allocated time frame.
- Reconcile bank statements on a monthly basis to highlight variances and communicate with the concerned bank personnel to ensure timely resolution of issues.
- Conduct analysis of outstanding dues to provision for doubtful customers and reconciled Debtors & Creditors Accounts to ensure overall accuracy.
- Manage accounts payables on the basis of stock movement, adhering to the terms and conditions agreed upon within the contracts as per the established policies of the organization.
- Devise action plan to recover outstanding dues, identifying aged accounts and following up on the concerned personnel.
- Assist the management in planning and taking commercial decisions providing critical inputs, appropriate financial information, reports and undertakings related to accounts administration.
- Calculate depreciation of fixed assets as per the mandatory requisitions and the dues to employees pertaining service end benefits.

Chief Accountant (November 2015 to October 2019)

Senior Accountant (March 2010 October 2015)

Computers & Communications Co. Ltd. (MIDIS-Lebanon Group), Riyadh, Saudi Arabia

Key Responsibilities:

- Handle the process of Journal Entries ensuring high level of accuracy in coordination with the related departments to make submissions within the allocated time frame.
- Reconcile bank statements on a monthly basis to highlight variances and communicate with the concerned bank personnel to ensure timely resolution of issues.
- Conduct analysis of outstanding dues to provision for doubtful customers and reconciled Debtors & Creditors Accounts to ensure overall accuracy.
- Manage accounts payables on the basis of stock movement, adhering to the terms and conditions agreed upon within the contracts as per the established policies of the organization.
- Devise action plan to recover outstanding dues, identifying aged accounts and following up on the concerned personnel.
- Assist the management in planning and taking commercial decisions providing critical inputs, appropriate financial information, reports and undertakings related to accounts administration.
- Calculate depreciation of fixed assets as per the mandatory requisitions and the dues to employees pertaining service end benefits.
- In-charge for the management, generation and submission of all the mandatory reports including the MIS reporting and statutory reports.
- financial transactions and recommended financial actions by analyzing accounting options.
- Coordinate with the payroll department to prepare payroll statements on a monthly basis adhering to the policies and protocols of the organization.
- Ensure smooth conduct of mandatory audits liaising with the departmental heads to generate the statutory reports and statements as per the requisitions of the auditors.

Highlights:

- Instituted the accounting function for the company, defined procedures in line with standard accounting practices, identified revenue, costs, assets and liabilities to enable book-keeping and decision-making.
- Deployed appropriate accounting software and outlined chart of accounts to ensure all pertinent information of the company was easily gathered classified and recorded in the internal system.

Senior Accountant (April 2008 – March 2010)

iSTYLE (Apple Retail Stores- MIDIS-Lebanon Group), Riyadh, Saudi Arabia

Key Responsibilities:

- Supervised maintenance of books of accounts; oversaw monthly, quarterly and yearly closing of books of accounts and examined financial statements prepared by the accounting team.
- Approved accounting treatment accorded to different types of business transactions as per standard accounting practices and ascertained the availability of an audit trail for each transaction.
- Incorporated efficient processes that enabled account for financial transactions through establishment of chart of accounts.
- Designed, implemented and elaborated on the book-keeping policies and procedures as per the requisition of the management.
- Reconciled the entries made and verified subsidiary accounts to highlight variances to ensure rectification of errors.
- Compiled and analyzed accounts information to prepare asset, liability, capital account entries, documentation of
- In-charge of dealing with accounting anomalies, approving rectification, adjustment and reconciliation entries and examining the balance to enable finalization of accounts.
- Oversaw preparation of financial statements and statutory reports adhering to the quality parameters and the set timeframe for submission to the management for further deliberation
- Reconciled Credit Card collections on a day to day basis to highlight variances and assisted the concerned personnel for speedy resolution of issues.
- Monitored and reviewed the preparation of Journal Entries, reconciliation of Creditor Account Statements and disbursement of accounts payables.

Highlights:

- Initiated the processes for preparation of accounts ensuring generation of error free reports, HFM Chart of account Setup and incorporated accounts closing activities of the showrooms as per the mandatory requisitions.
- Devised and implemented efficient processes to ensure control of inventory levels, sales out quantity and identification of slow-moving inventory.
- Ensured apt execution of vendor payments as per the terms and conditions mentioned in the contracts and as per the internal policies & protocols of the organization.

PREVIOUS ASSIGNMENTS

Senior Accountant, Dar Anan Contracting, Saudi Arabia, March 2003 to April 2008

Roles & Responsibilities: Prepared the chart of accounts in SMACC accounting program utilizing cost effective techniques to minimize errors and enhanced efficiency. Managed the preparation of Journal Entries, monthly Bank Reconciliations, Provision for doubtful customers and payroll reports & submissions. Conducted reconciliation of Debtors & Creditors Accounts, calculation of depreciation on fixed assets and employee service end benefits. Monitored the Site Engineer's Petty Cash, Sub-Contractors Progress Invoice and followed up on accounts receivables. Executed physical count of stock on quarterly basis and ensured smooth conduct of statutory budgets furnishing all the mandatory information and reports. Research, analyze relevant data to descipher the appropriate cost incurred for business activity and generate the detailed reports highlighting cost of raw material, inventory maintenance costs and labor costs.

Accountant, ETECHS, Saudi Arabia, March 2001 to November 2002

Roles & Responsibilities: Successfully implemented quantity control and cost control techniques within the organization. Handled the preparation of Chart of Accounts –SMACC, Journal Entries and calculated depreciation on fixed assets. Coordinated with the payroll department to collect the necessary data for calculation of monthly remuneration for the staff members. Generated financial statements including Profit & Loss Account and Trial Balance Sheet.