

Mohammed Mujahed Masi Uddin

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Targeting position as a

ACCOUNTANT

Over 6+**years'** experience meticulously accounts responsibilities in construction projects. Analytical in approach and diligent in work, capable of achieving high end objectives, seeks a challenging assignment to manage accounts of your esteemed company.

SUMMARY OF WORK EXPERIENCE 6+ YEARS

Position Held : **ACCOUNTANT (PAYABLE EXECUTIVE)**
Duration : **Oct 2014 to Present 2020**
Organization : **AL-Yamama Company for Trading & Contracting**

Daily Responsibilities

- ⇒ Receive Invoices by email
- ⇒ Processing payments in SAP payables system
- ⇒ Input into SAP and write corresponding SAP invoice number on invoice
- ⇒ Review VAT invoices and check the accuracy of the VAT amount & category
- ⇒ Coordinate with stores and purchasing for GR issue and PO discrepancies

Key Responsibilities:

- ⇒ Assist the Controller with the day-to-day, monthly and year-end operations of the Accounting/ Finance Department including budget review and analysis.
- ⇒ Reconciles Purchase Orders, Receipt reports and supplier invoices for HO purchases
- ⇒ Filing & Record Retention responsibilities
- ⇒ Querying monitors company accounting payable system
- ⇒ Answer multiple phone lines and direct calls
- ⇒ Pick up sort mail as well as process all outgoing mail
- ⇒ Monitor advances paid to suppliers and ensure to clear within reasonable period.
- ⇒ Provide accurate and effective document preparation and records management relative to the AP function.
- ⇒ Maintain accounting ledgers by verifying and posting account transactions
- ⇒ Reviews and forwards subcontractor and supplier bills to H/O for recording

- ⇒ Issues subcontractor and supplier statements of account
- ⇒ Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with Finance policies and procedures
- ⇒ Perform general accounts analysis and reconciliations, including bank statements, fixed assets, employer's benefit costs, accruals and prepaid expenses.

Communications and Working Relationships

- ⇒ Reports to and supports the Chief Accountant on issues regarding all general ledger accounting activities, and ways for improvement
- ⇒ Interfaces with the Department Heads for the creation of accounts for new business activities
- ⇒ Interacts and manages direct reports and operational issues on a daily basis.

SUMMARY OF WORK EXPERIENCE (3+ YEARS)

Position Held : **Finance Analyst**
Duration : **Oct 2011 to May 2013**
Organization : **RK Enterprises**

Key Responsibilities:

- ⇒ Responsible to Maintain Accounts Statements for Receivable & Payable.
- ⇒ Month end closing and reporting
- ⇒ Analyze customer's history and advise the management for increasing& decreasing credit limits.
- ⇒ Monthly reconciliation of a/c ledger and review.
- ⇒ Reconciliation of bank accounts, accounts receivables.
- ⇒ Preparation of Monthly Bank Reconciliation Statement.
- ⇒ Maintain Petty Cash Expenses.
- ⇒ Assisting the interim & end-of-year audits with external auditors reports
- ⇒ Maintain Daily Cash Transaction & Prepare Daily cash Book & Cash Statement.
- ⇒ Preparing Cheque Payment vouchers & Journal Payment Voucher's.
- ⇒ Preparation of Supplier's Accounts Statements.

OTHER SKILLS

- ⇒ Managing LC (Letter of Credit).
- ⇒ Supervised and verified payments of supplier and subcontractor
- ⇒ Implemented extensive project costing and department wise costing.
- ⇒ Followed up client payments and arranged bank guarantees.
- ⇒ Self-motivated team players positive attitude
- ⇒ Good understanding of accounting and financial reporting principles and practices
- ⇒ Problem analysis and problem-solving skills. initiative and team work

TECHNICAL SKILLS

IT SKILLS

- ⇒ Work on SAP (Fico) ERP
- ⇒ TallyERP9 & Peachtree accounting software's, MS office & internet.
- ⇒ Typewriting English Above 50 W.P.M. 98% Accuracy
- ⇒ Operating systems : MS-windows, 7,8
- ⇒ Word Processing: Microsoft Word.
- ⇒ Spread Sheet: Good in MS-Excel, Lotus123
- ⇒ Presentation's-Power Point, MS-Access

ACADEMIC BACKGROUND

- **MBA (Finance/HR) from Jawaharlal Nehru technology University - 2012**
- **B.COM from Osmania University -2010**
- **INTERMEDIATE (MLT) Medical Lab Technician Govt. Jr. College -2007**
- **S.S.C From Model High School -2005**

PERSONAL DETAILS

Date of birth: 10-Feb-1989
Languages known: English, Urdu, Arabic, Hindi
Hyderabad, Telangana, INDIA.