

CANDIDATE NAME

MOHAMMED RAHEEMUDDIN



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Dubai. UAE.

PERSONAL DATA

Nationality: INDIAN
Status : MARRIED
Religion : ISLAM
Visa Status: Employment
Sponsorship
UAE Driving License : NO

LANGUAGES KNOWN

English (Read, Write & Speak)
Urdu (Read, Write & Speak)
Hindi (Read, Write & Speak)
Telugu (Read, Write & Speak)
Arabic (Read)

RESUME

A professional with diversified exposure as a **General Accountant / Cashier cum Account Executive / Pay Roll & Auditing** in a supervisory role. A creative, flexible and innovative team player who is equipped to perform well both independently as well as with different management level. Possess special expertise in all accounting functions with organizational strategy and strategic business objectives.

COMPETENCY FORTE

- ✓ **General Accounting**
- ✓ **Pay Roll & Auditing**
- ✓ **Commercial Administration**
- ✓ **Management & ERP Skills**

- ✎ Over 8 years of rich and successful experience in the Accounts as an Accountant, Payroll and Admin Executive.
- ✎ Strong personal integrity, strong analytical ability, focused persistent effort and multitasking ability.
- ✎ Ability to work in a multi-cultural environment with all age groups and possess excellent communication and team building skills.

CAREER SNAP SHOT

2016 – Present: **General Accountant and Payroll** in **TAHER & SONS LLC – An Oudh, Bakhoor & Perfume Manufacturing Company, DIP - UAE (Manufacturing Company)**

2013 - 2016: **Account Executive and Payroll** with **BUTTA AUTOMOTIVE PVT LTD., Hyderabad - INDIA (Authorized Dealer for exclusively FIAT Cars from FCA ITALY FIAT CHRYSLER AUTOMOBILES Sales & Service)**

2011 - 2013: **Cashier cum Account Executive** with **JASPER INDUSTRIES PVT LTD, Hyderabad - INDIA (Authorized Dealer for Commercial Vehicles from TATA MOTORS Sales & Service)**

JOB RESPONSIBILITY IN TAHER & SONS LLC – An Oudh , Bakhoor and Perfumes Manufacturing Company, Dubai – U.A.E .

Designation:

General Accountant

About the Company:

Taher and Sons LLC –Manufacturing & Trading Company, is a leading Perfumes, Oudh and Bakhoor Manufacturer with a wide network of across the UAE. Under the brand name of taher&sons, the company operates in 5 countries (United Arab Emirates, Oman, Saudi Arabia, North Africa & India) from which it serves Gulf countries (UAE, Oman, Saudi Arabia, Kuwait, Qatar, Bahrain).

Job Description

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Stock updating, stock production Entries.
- Physical stock verification, verify books stock items as per physical stock.
- Monitoring inventory transactions.
- Reconciling inventory accounts to the general ledger.
- VAT Computation.
- Creating and returning statements and documents by set deadlines.
- Cheques preparation and payment to Vendors.
- Sending periodic statement of accounts and ensuring invoices are reaching to their respective customer accountant's in-order to collect our dues on time.
- Ensuring the receivables ageing is in line with in respect of credit policies and procedures.
- Collection of PDC cheques for local based customers on time to strengthen the cash flow operations by discounting these collected cheques.
- Ensure Journal Ledger entries are accurate and are in line with Company Procedures & International Accounting Standards.
- Reconciliation of all accounts like bank reconciliation, party's accounts reconciliation, & stock reconciliation.
- Liaised with Back Office and Accounting Team on resolution and clearance of issues on matching of customer payments and reconciliation.
- Execute daily operations of monitoring and processing personnel leave, making travel arrangements for employees.
- Processing of Monthly Payroll ensuring error free on payouts through WPS.
- Liaise with the PRO for the Labour, Immigration and Trade & Commercial license issues.
- **Managing Trade Finance Register for Export LC as follows:-**
 - Responsibilities will include guiding the sub-ordinates in preparing required export documentation both pre and post shipment including reviewing letters of credit against contract prior to pre-drafting, ensuring amendments are received in a timely manner, obtaining and collating all documents required from third parties.
 - Preparing , checking and compiling required documentation for LC negotiation

JOB RESPONSIBILITY AT BUTTA AUTOMOTIVE PVT LTD,(Authorized Dealer for exclusively FIAT CARS FCA ITALY FIAT CHRYSLER AUTOMOBILES) Hyderabad - INDIA.

Designation: Account Executive and Payroll

About the Company:

Butta Automotive Pvt Ltd is a dealer for exclusively FIAT SUV CARS. BUTTA GROUP founded in 1985 of diversified business enterprise comprising of verticals like education, hospitality, automotive, retail, infrastructure and healthcare.

Job Description

- Manage the day to day financial transactions of the company.
- Maintain book of accounts in a computerized environment.
- Posting Payable and Receivable Entries in Tally ERP 9.
- Service Tax, VAT Computation, & E-way Bills (Road Permits).
- Cheques preparation and payment to Vendors.
- Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
- Ensure Journal Ledger entries are accurate and are in line with Company Procedures & International Accounting Standards.
- Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
- Oversee the complete HR & Administration function of the company and ensure smooth running of the operations. Reporting to the Senior Manager.
 - Execute daily operations of monitoring and processing personnel leave, making travel arrangements for employees.
 - Processing of Monthly Payroll ensuring error free on payouts.
 - Coordinated activities of administration department with related activities of other departments to ensure efficiency and economy.

Key Accomplishments:-

- Part of a Team member from HR in implementing HERMS (HR Management Systems) to generate a real time pay roll and personnel leave system to have accurate time attendance and personnel data.

JOB RESPONSIBILITY AT JASPER INDUSTRIES PVT LTD (Authorized Dealer for COMMERCIAL VEHICLES from TATA MOTORS) Hyderabad, INDIA

Designation: Cahier cum Account Executive

About the Company:

Jasper Industries Pvt Ltd. is an Authorized Dealer for COMMERCIAL VEHICLES from TATA MOTORS in Telangana and Andhra Pradesh first commercial vehicle Dealer. Established in the year 1955 in Vijayawada.

Job Description

- Collecting cash from customer.
- Cash Depositing in Bank at End of the Day.
- Manage the day to day financial transactions of the company.
- Maintain book of accounts in a computerized environment.
- Posting Payable/Receivable Entries in SIEBEL CRM Oracle.
- Cheques preparation and payment to Vendors.
- Control petty cash; prepare render accounts of individuals & departments.
- Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.

- Ensure Journal Ledger entries are accurate and are in line with Company Procedures & International Accounting Standards.
- Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
- Liaised with the Auditors for the Annual Audits
- Ensure that the financial records are maintained in compliance, and recommended changes in procedure when appropriate.
- Oversaw A/P and A/R, payroll processing and management.

Key Accomplishments:-

- Spearheaded and managed the successfully implementation of SIEBEL Oracle (CRM).
- Played major role in the setting up of the company's operations.

EDUCATIONAL BACKGROUND

EDUCATIONAL QUALIFICATIONS

- Graduate in Commerce & Computer Accountancy (**Bachelor of Commerce in Computers**) in 2008, from Kakatiya University
- Post Graduate in Finance & Accountancy (**Masters of Business Administration**) in 2011, from Jawaharlal Nehru Technological University
- Acquired excellent knowledge of **Microsoft Windows** and **Microsoft Office Products**

SOFTWARE SKILLS (WORKING ABILITY)

- **DMS (Dealers Management System)**
- **Oracle & SEIBEL**
- **SAP (Fico)**
- **ERP MARG 9+**
- **TALLY ERP.9**
- **Microsoft Office (Word, Excel, Outlook, PowerPoint)**

***Supporting Documents and References will be provided on request ***