


MOHAMMED SARIFU FAREES

ACCOUNTANT / ASSISTANT ACCOUNTANT



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 Al Muntaza, Doha-Qatar

SUMMARY

Accounting professional with over 14 years' experience possesses multiple skills covering many financial areas. I am capable of working under pressure in multi environments with a highly motivated team spirit. I am seeking a challenging career in a growing company where my ability, skills and experience can be fully utilized.

OBJECTIVE

An innovative and flexible Bachelor of Commerce (B.com) graduate obtain a meaningful and challenging training in the fields of assurance, accounting, Tax & management practice that enables me to become a successful professional in accounting & finance sector. And to become an excellent professional with a solid set of track records in the field of management, accounts and finance.



EMPLOYMENT



COMPANY NAME: TOP PRINTERS, MAITHER, QATAR

DESIGNATION: ACCOUNTANT (Jan 2023 – Dec 2023)

Brief of Career Responsibilities:

- Maintaining Accounts receivable & Accounts payable.
- Making and organizing all invoices.
- Preparing MIS & reporting to FM.
- Follow up client's payments.
- Handling petty cash on daily basis.
- Prepared vouchers and invoices.

COMPANY NAME: ASMATH FURNITURE PVT, SRI LANKA

DESIGNATION: ACCOUNTANT (Jan 2017 – Dec 2022)

Brief of Career Responsibilities:

- Making and organizing all invoices.
- Dealing with suppliers for payments and price negotiation.
- Follow up client's payments.
- Prepared vouchers.
- Maintained Account Receivable & Payable.
- Ensure reconciliation of sub ledgers & general ledgers is performed on a regular basis.

COMPANY NAME: HANA CONSTRUCTION PVT, SRI LANKA

DESIGNATION: ACCOUNTANT (July 2012 – Aug 2016)

Brief of Career Responsibilities:

- Maintaining book accounts in a computerized environment.
- Handling petty cash on a daily basis.
- Check monthly Bank reconciliation statements of all bank accounts and maintained and resolve any differences in a timely manner.
- Updating prepayments and accruals.
- Provide timely & accurate financial information to the management.
- Prepare payment voucher, Receipt voucher and Journal voucher.

COMPANY NAME: MPCs LTD, TRINMALEE, SRI LANKA

DESIGNATION: ACCOUNTANT (Aug 2007 – Apr 2012)

Brief of Career Responsibilities:

- Confirming and finalizing FS in line with accounting standards.
- Recommend all payments & signed cheques.
- Manage bank activities (Account open, close & Bank facilities)
- Submit all accounting documents to the monitoring department for prepare annual audit report.

AREAS OF EXPERTISE

General	Ledger	●●●●●●
Finalization of Accounts		●●●●●●
MIS		●●●●●●
Accounting & Finance		●●●●●●
Payroll		●●●●●●
Inventory	Valuation	●●●●●●
Bank Reconciliation		●●●●●●

LANGUAGE

English	●●●●●●
Tamil	●●●●●●
Sinhala	●●●●●●

PERSONAL INFO.

Date of Birth : 1983.06.20
Gender : Male
Nationality : Sri Lankan
Marital Status : Married
Passport No. : N9286481
Visa Status : Transferrable
visa with NOC
(Valid QID)

MY IDENTITY

- A good team player in all field activities and I have successfully undertaken various teams within both academic & non-academic environments.
- Flexibility and ability to adapt to changing situations.
- Willing to work beyond normal working hours when necessary.
- Ability to manage multiple tasks and meet tight deadlines and targets.

KEY STRENGTHS

- Good team worker
- Smart & Easy learner
- Superior Analytical
- Positive thinking
- Self confidence
- Target oriented
- Negotiation
- Time management
- Integrity, Punctual



ACADEMIC QUALIFICATION

Bachelor of Commerce (B. Com) - 2007 South Eastern University of Sri Lanka

Have completed the degree program in Bachelor of Commerce in South Eastern University of Sri Lanka, which is a four years' degree program and last six months need to do a research and have to submit a Dissertation in selected title.



PROFESSIONAL PROFILE

- **Diploma in Computerized Accounting Packages**
- Successfully completed of **Skill Development** training program in government sector.
- Successfully completed the training program on **Community Development**.
- Successfully completed the program on **Human Resource Enhancement**.



ADDITIONAL SKILLS

- Competent in **Microsoft Office Packages**.
- Competent in **Accounting based packages**
- Competent in preparing **Special report according to management requirement**.
- Handles **Employees Data System**.
- Competent in **Stores Management**.

I hereby certify that the above-mentioned information furnished by me is true and correct to the best of my knowledge and shall endeavor to carry out my duties to the best of my abilities.

Yours truly,
MS.Farees

Reference:

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