


MOHAMMED ARSHAD



 mohammedarshad0304@gmail.com

 +971 582189370

 Dubai, United Arab Emirates

 linkedin.com/in/mohamarshad

Languages

English	Full professional proficiency
Hindi	Limited working proficiency
Urdu	Limited working proficiency
Tamil	Native/ bilingual proficiency

Technical Expertise

Financial Reporting
Bookkeeping
Data analysis
Control testing
financial analysis
Banking Tools
ERP Systems
Documentation and Reporting

Summary

Experienced Accountant adept in financial analysis, reporting, and compliance. Proficient in preparing financial statements and optimizing processes for efficiency. Skilled in utilizing accounting software and conducting variance analysis. Strong attention to detail, problem-solving abilities, and effective communication skills to drive organizational success.

Professional Experience

Green Packaging, Chennai, India
Accountant 4/2021 to 07/2023

Responsibilities (Accountant)

- Processing invoices, managing payments, and maintaining records of transactions with vendors and clients.
- Ensuring accurate reconciliation of bank statements with company records and resolving discrepancies.
- Recording financial transactions, maintaining ledgers, and updating accounting databases.
- Supporting the budgeting process by providing data and analysis to assist in the creation and management of budgets.
- Providing support during internal or external audits by preparing documentation and ensuring compliance with audit requirements.
- Managing employee expenses, verifying claims, and processing reimbursements.
- Assisting in the preparation of financial statements, reports, and summaries for management review.
- Analyzing financial data to identify trends, inefficiencies, and opportunities for improvement.
- Liaising with vendors, ensuring accuracy in billing, negotiating terms, and maintaining good relationships for smooth transactions.

ERP Systems

- Tally ERP 9
- Tally prime 2.1

Achievements and awards

District level - 400 MTS (3rd)

Zonal level - 4×400 MTS Relay (2nd)

Zonal level - 400 MTS (2nd)

School level - Cricket,

Badminton

Running

College level - Football, Volleyball

Interests

Physical Fitness

Volunteering

Physical Fitness

Gaming

Learning new things

Outdoor Activities

Travelling

Professional Qualifications

The New College (University of Madras)

Bachelor of Commerce - (General) 2016 - 2019

St. Bede's Anglo Indian Higher Secondary school,

HSC 2015 - 2016

St. Bede's Anglo Indian Higher Secondary school,

SSLC 2013 - 2014

Certified course

Tally prime 2.1

2023 – (January to April)

Highlights

- Excellent interpersonal skills and the ability to communicate concisely and articulately.
- Handling conflicts or challenging situations diplomatically.
- Ability to work under pressure towards the achievement of a common goal.
- Efficient & Quick Learner.
- Written and verbal & Information gathering.
- Advanced proficiency in effective usage of Microsoft Office packages MS Excel, MS Word & MS PowerPoint.

Personal Details

Name with initials: **M Mohammed Arshad**

Date of birth: **04.03.1999**

Gender: **Male**

Marital status: **Single**

Nationality: **Indian**

Visa status: **Visit visa**

Visa expiry: **28.03.2024**