

Khalid Bashir Mohamed

Accountant



+971-523975275



khbashir17@gmail.com



UAE_DUBAI

Highly analytical, result-driven accountant skilled at working quickly and accurately under tight deadlines. Adept at all functions of accounting, including balance sheets, processing payments, managing accounts payable and providing executive administrative support. Dedicated to providing an exemplary work and supporting the overall mission of the department and the company. I have a degree in accounting with experience as an accountant more than 10 years. I have three years of experience in UAE. And also I have (UAE CAR LICENSE). I am confident that I would be the perfect addition to your team.

EDUCATION

Sharg AL Neil College-Faculty of Economics

CERTIFICATIONS

- Diploma in office management & Financial Accounting.
- Visual.
- Almotakamel.
- ALaqareesoft.
- Quick Books.
- sage x3 Erp system.
- Microsoft office
- Account Management software.

SKILLS

- Finance & Accounts Manager Team Leader.
- Financial analysis, Monthly reporting & Financial Statement Presentation.
- Self-motivated professional.
- Cash Flow analysis.
- Team leadership.
- Payroll and budgeting.
- Taxation proficiency.

PROFESSIONAL EXPERIENCE

Al Fakher poultry

manager accountant | Feb 2020 up to 2023

- Drafted financial documents, including variance reports, regulatory filings and related schedules.
 - Handled month-end and year-end end finances by managing and reporting fixed assets and other data.
 - Supported monthly general ledger closing activities, including preparing journal entries and reconciliations.
 - Completed year-end closing processes with controllers and external auditors.
 - Collaborated with bank representatives to negotiate capital requirements.
 - Developed and implemented effective accounting systems.
 - Reviewed budgets, including capital appropriations and operating budgets.
 - Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
 - Wrote financial statements and consolidations after reconciling general ledger accounts.
 - Analyzed financial audit information and made recommendations to improve efficiencies.
 - Performed general ledger account reconciliations and generated updated financial documents.
 - Worked with financial team to convert financial department software to Dynamic accounting package.
- Created and implemented procedures and best practices for bank reconciliation process and completed balance sheet reconciliations.

Rotana flour mall

chief accountant | Jun 2019 up to Feb 2020

- Produced Trading Profit & Loss and Balance Sheet reports outlining financial data to assist management with making strategic plans and operational decisions.
- Executed core financial processes, including vendor setup and payment, operational expenses, administration of bank accounts and accounts reconciliations.
- Worked with executives to create annual budget and tracked actual expenses against projected expenses.
- Trained new and existing staff members in various financial procedures to help each prepare for job requirements.
- Developed and administered annual budgets following analysis and research.
- Created documents to display financial reports and data using Sage x3(ERP) System.

Al Maymon Real Estate (UAE)

Accountant | Oct 2016 up to Jun 2019

- Responsible for entire Accounting / Document Management and clerical jobs of the company.
- Auditing.
- Recording of expenses & Purchases.
- Prepare all intercompany transaction.
- Bank deposits, Payments and reconciliation.
- Follow up customer accounts, bank accounts, creditors accounts.
- Finalization of accounts up to trial balance and balance sheet Including detailed report of bank, Betty cash receivable, account payable.
- Preparation of tax accounts.
- Prepare financial statements, income statement, profits and losses, cash flow statement.
- Customer service.
- Strong organizational, administrative and inter-personal skills.
- Supportive of junior staff members.
- Workload and time management.
- Successfully converted manual accounting system to electronic system to reduce errors and improve efficiency.

AL SARI LIMITED COMPANY

Senior Accountant | September 2015 to Sep 2016

- Responsible for entire Accounting / Document Management and clerical jobs of the company.
- Recording of expenses & Purchases and materials delivery.
- Make profit & Loss report and submit to the Manager.
- Analyze cash flow and suggest effective method to increase the profitability of the organization.
- Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time, when required by the relevant employees.
- Finalization of accounts up to trial balance and balance sheet Including detailed report of bank, Betty cash receivable, account payable
- Prepare all intercompany transaction.
- Prepare monthly payroll in including calculation of employee's benefits.
- Responsible for purchase & follow up sales and collection.

ACCOUNTANT ROYAL CHICKEN FOR INDUSTRY & INVESTMENT COMPANY LTD

Accountant | Dec 2012 to Aug 2015

- Maintaining the books of accounts up to finalization.
- Receipt, issue and inventory control of material.
- Bank deposits, Payments and reconciliation.
- Preparation of Month end reports, Year end reports.
- Evaluate monthly profit and loss account.
- Checking vouchers with supporting documents.
- Checking all the tax related documents.
- Correcting the ledger accounts.
- Preparation of Vouching Notes.
- Preparation of individual salary statements on monthly basis.
- Preparation of Depreciation statements.

ACCOUNTANT A & F POULTRY AND DAIRY AND GREEN HOUSES

Accountant | Nov 2006 to Dec 2012

- Posting and processing journal entries to record business transactions.
- Tracking and monitoring accounts receivable.
- Issuing and preparing invoices and receipts.
- Performing reconciliations of accounts and balances.
- Assisting in the preparation of financial statements and reports.