

MOHAMMED THOUFEEQ H
(OPERATIONS AND ACCOUNTING MANAGER)

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PROFESSIONAL SUMMARY:

Dedicated and accomplished Operations and Accounting Manager with over 6 years of experience in managing store operations and handling full set of accounts. Proficient in various accounting software, including Tally ERP9, QuickBooks, Trade Easy, Peachtree. Highly skilled in MS Office with advanced proficiency in Word, Excel, PowerPoint, and Outlook. Strong knowledge of UAE VAT filing and compliance. Possess excellent communication and interpersonal skills with the ability to manage and motivate a team towards achieving common goals.

WORK EXPERIENCE:

Operations and Accounting Manager
HAPPY HOME HYPER MARKET
Feb 2019-Feb 2023

Responsibilities:

- ⇒ Managed the store operations and ensured compliance with operational and organizational standards.
- ⇒ Handled full set of accounts, including invoicing, payments, bank reconciliation, and accounting journal entries.
- ⇒ Prepared financial schedules and assisted in annual audits.
- ⇒ Generated monthly management reports and performed financial analysis to support business growth.
- ⇒ Maintained control of management pricing systems and provided financial analysis on product promotions and pricing strategies.
- ⇒ Supervised and managed employees, including handling their expenses claims and establishing report with customers.
- ⇒ Maintained positive open lines of communication with all staff to ensure efficient operation of the organization.

Accountant
HAPPY HOME HYPER MARKET
Jul 2017-Feb 2019

Responsibilities:

- ⇒ Recorded daily sales and maintained accurate records of accounts payable and receivable.
- ⇒ Checked and booked invoices and performed invoice payments.
- ⇒ Recorded bank statements and perform monthly reconciliations.
- ⇒ Prepared Profit & Loss, margin, and cost analysis reports.
- ⇒ Processed bookkeeping entries based on cost accounting for accounts receivable and payables, bank transactions, fixed assets, and general ledger.

CERTIFICATIONS:

- ⇒ ADCPA- Advanced Diploma in Computerised Practical Accounting
- ⇒ Tally Prime

SKILLS:**Technical Skills:**

- ⇒ Tally ERP9: Proficient in financial accounting, including ledger maintenance, inventory management, payroll management, and tax management.
- ⇒ QuickBooks, Trade Easy & Peachtree: Experienced in financial accounting software, including account reconciliation, invoicing, and financial reporting.
- ⇒ MS Office: Advanced proficiency in Word, Excel, PowerPoint, and Outlook, including data analysis, report generation, and email communication.
- ⇒ VAT Filing: Familiarity with VAT accounting principles and their application in financial reporting, including VAT return filing and compliance.

Soft Skills:

- ⇒ Excellent communication skills, with the ability to effectively communicate financial information to stakeholders at all levels.
- ⇒ Strong leadership skills, with the ability to lead and motivate teams to achieve organizational goals.
- ⇒ Highly analytical and detail-oriented, with excellent problem-solving skills.
- ⇒ Strong interpersonal skills, with the ability to build and maintain positive relationships with staff, customers, and stakeholders.
- ⇒ Proven ability to work under pressure and manage multiple tasks simultaneously.

EDUCATION:

- ⇒ B-Tech in Civil engineering | LBS College of Engineering, Kasargod, Kerala, India | 2011-2015.
- ⇒ PLUS TWO (12th) from Board of Higher secondary examination Kerala, with 81% in 2011.
- ⇒ SSLC (10th) from CBSE with 75% in 2009.

LANGUAGES KNOWN:

- ⇒ English (Fluent)
- ⇒ Hindi (Native proficiency)
- ⇒ Malayalam (Native proficiency)
- ⇒ Kannada (Native proficiency)

HOBBIES:

- ⇒ Traveling and exploring new cultures.
- ⇒ Reading financial and business news to stay updated on industry trends.
- ⇒ Participating in outdoor sports, such as football and cricket.

DECLARATION:

I hereby declare that the information given above is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Mohammed Thoufeeq H