



MOHAMMED NAUFAL

Accounts & Finance & Taxation

Committed to delivering excellence in Accounts & Finance for the organization that is progressive, demanding, rewarding and believes in organizational as well as individual development.

Contact

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Address

Al Barsha, Dubai

Nationality

India

Education

2014

M.COM - Accounts & Finance
Mysore University

2012

B.COM - Accounts & Finance
Bangalore University

Software Skills

MS Dynamic AX ERP

Tally ERP 9

Epicore ERP

MS Office - Word, Excel & Outlook

Focus ERP

Language

English

Hindi

Kannada

Malayalam

Tamil

Experience

○ **2016 Jan - 2023 July (7 Years & 6 Months - Dubai, UAE)**

Al Handal International Group Senior Accountant

- Prepare, review, and post journal entries such as revenue, expenses, and accruals to the general ledger.
- Oversee the day-to-day operations of the general ledger, ensuring accuracy and completeness of all accounting transactions.
- Handled the company bank accounts for processing payments through online transfer, cheques etc. and Prepares Bank Reconciliation Statement & Handled company petty cash.
- Reconciliation & Management of Accounts Receivables & Accounts Payables.
- Assist in the preparation of financial statements, including balance sheets, income statements, and cash flow statements compliance with IFRS accounting standards and regulations.
- Coordinate with internal and external auditors during the audit process, providing necessary documentation and explanations.
- Conduct monthly, quarterly, and annual GL account reconciliations to identify and resolve discrepancies.
- Management of Company Tax Compliances - VAT
- Assisted in budgeting and forecasting activities, providing valuable insights to support strategic decision-making.
- Ensure accurate and timely monthly accounts close activities
- Maintaining and reconciling fixed assets schedules.
- Handled a range of HR-related tasks, including payroll processing, employee leaves, gratuity calculation and addressing employee needs.
- Prepare and maintain accounting schedules, including accruals, prepayments & Provisions.
- Utilized accounting software and advanced Excel skills to streamline data analysis and reporting processes.
- Participate in special projects and ad-hoc analyses as required.
- Analyse financial data to identify trends and variances, providing insights and recommendations to the Finance manager.

○ **2013 - 2015 (2 Years - Bangalore, India)**

Tandem Accounting Services Pvt Ltd Accounts Assistant

- Managed accounting teams and ensured that all accounting records were complete and accurate.
- Oversaw the management of all company accounts.
- Handling in Finalizations of accounts (Trading a/c, P&L a/c, and Balance Sheet)

Skills

Financial Reporting
Tax Compliances
General Ledger & Bank Reconciliations
Accounts Receivable & Payable Management
Record all Accounting Transactions
Budget Preparations & Fund Management
Payroll Processing
Problem-solving, Leadership & Time management skills