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Team-oriented Accountant adept at creating clear and comprehensive financial reports to present to senior management. Enjoys being part of dynamic team. High-achieving Credit Controller offering quality-minded and customer-driven approach. Resourceful and skilled professional focused on improving department productivity and streamlining processes for efficiency.

### SUMMARY OF SKILLS

- Credit analysis & Credit exposure monitoring
- Proficiency in Tally and Orion ERP
- VAT, GST & Income Tax
- Problem-solving, Leadership
- Invoice preparation & Billing query resolution
- Cash Flow analysis & Accounts Payable/Accounts Receivable
- Data entry, Bookkeeping & Account reconciliation.
- Audit coordination & Financial reporting and analysis

### PROFESSIONAL EXPERIENCE

Good experience in Payment follow up & Credit Approval, Book keeping, Accounts Finalization, Auditing, Tax Filling (IT /GST /VAT), Tally. ERP 9 & Orion ERP etc.

#### 1. CREDIT CONTROLLER *May-2018 to June-2023*

#### **DANUBE BUILDING MATERIAL - QATAR**

##### **JOB RESPONSIBILITIES :-**

- Analyze the potential market along with customer credit worthiness & potentiality and provide credit facilities to initiate the business with our company.
- Credit approval
- Keep on monitoring Debtors Ageing and do follow-up with customer & sales team for payments.
- Prepare all Export LC Documents.
- Prepare the forecast for every month and play a smart role in actual cash flows and branch collections.
- Preparing a balance confirmation with the customers in order to ensure that our company and their company in the same page.
- Revising the Credit limit & payment terms based on customer worthiness & potentiality.
- Negotiate with customer for overdue payments.
- Establishing and maintaining good client relationship.
- Maintaining cheque hold & cheque bounce report.
- Propose write off of irrecoverable receivables.
- Posting Credit Note, AP/AR adjustment, PDC entries.

## 2. ASSISTANT ACCOUNTANT

*Nov-2016 to Mar-2018*

### **KHALED AL SUWAIDY TRD.L.L.C. - DUBAI**

#### **JOB RESPONSIBILITIES :-**

- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Posting Journal Entries for all transaction.
- Handling ledger accounts and keep check for any invoices or payments
- Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy
- Monitoring day to day transaction in bank.
- Preparing the ageing reports periodically for the debtors and creditors.
- Bank Reconciliation statement.
- Handling PDC cheques.
- Maintained company purchase and sales ledgers.
- Reviewed customer invoices for accuracy and posted information to general ledger.
- Prepared bank deposits, checking and correcting any errors.
- Verified items billed against items received, following up with vendors to reconcile variances.
- Supported accurate record keeping by properly documenting financial transactions.
- Analyzed financial information to identify discrepancies.

## 3. AUDIT EXECUTIVE

*May-2014 to Oct-2016*

### **FATIMA & ASSOCIATES. - INDIA**

#### **JOB RESPONSIBILITIES :-**

- Book Keeping for Companies, Partnership Firms & Proprietors.
- Filling Income Tax & Sales Tax (VAT)
- Accounts Finalization
- Preparation of Final Accounts (Profit and Loss A/c & Balance Sheet)
- Bank Concurrent Audit
- Vouching of Voucher, verification of Suspense A/c, Statutory Transaction, Salary Verification, Physical stock verification, Loan Verification, Ledger Analysis and Performance of Assets during Internal audit.

#### **ACADEMIC QUALIFICATION**

- Master of Commerce (**M.COM**) The New College, Madras University (2012 - 2014)
- Bachelor of Commerce (**B.COM**) Jamal Mohamed College, Bharathidasan University (2009 - 2012)

**LANGUAGES KNOWN** : English, Hindi, Tamil and Malayalam.

**NATIONALITY** : Indian

**PASSPORT NO.** : B7212583

**DATE OF BIRTH** : 15/05/1992

I hereby declared that all the above details are true and correct to the best of my knowledge.

(S. Mohamed Jafer)