

MOHAMMED RAFI

INTERNAL AUDITOR

PERSONAL PROFILE

A highly motivated and experienced Internal Auditor with ability to solve financial and Operational problems. having excellent interpersonal skill through knowledge of all Microsoft office programs with 7 plus years of experience in core accounting and auditing industries.

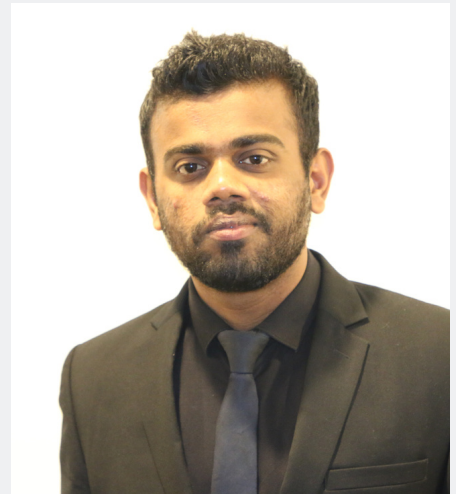
WORK EXPERIENCE

INTERNAL AUDITOR - November 2018 to present

GRAND HYPERMARKETS - Doha, Qatar

IMARA HEALTH CARE - Doha, Qatar

- Audit the companys financial records, statements and reports ,verifying accuracy and consistency.
- Monitor expenditures, analyze revenues, determine budget variances and report the same to the management.
- Reviews internal controls, policies, and procedures for effectiveness.
- Review internal controls in Warehouses and retail outlets.
- Conduct routine store audits for all outlets under the company
- Ensuring that assets are safeguarded across the Group
- Conduct weekly damage verification, POS Exceptions & Spot Audit at store.
- Oversees Yearly Stock Taking.
- conducting Weekly Inventory of fresh foods at night
- Perform weekly reconciliations between the POS system and the accounting system for all retail and outlet sales.
- Prepare detailed audit reports outlining findings, recommendations, and corrective actions.
- Document Verification: Review and examine various documents, including invoices, receipts, financial statements, and other relevant records.
- Review and Approving all Petty cash invoices and Payments.
- Performs other related duties as assigned.



CONTACT ME AT



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Doha, Qatar

SKILLS SUMMARY

- Internal Auditing
- Corporate Accounting
- Analytical Thinking
- Data Mining and Analysis
- IT Skills
- Business Knowledge
- Problem Solving Skills
- Organizational Skills
- Teamwork
- Research
- Work ethic
- Empathy
- Communication

GENERAL ACCOUNTANT - 2017 TO 2018

REFOC TRADING COMPANY - Calicut,India

- Assist in Finalization of accounts and preparation of financial reports
- Monthly closing of books and preparation of MIS reports
- Preparation of various schedules and creation of Provisions (Fixed Assets,Prepayments,Employee end of Service Benefits advance/accrued income and expenses.)
- Maintain Reconciliation of bank accounts,cash,PDC,Accounts Payables and receivables.,
- Assisting with annual preparations,investigating and resolving audit findings,issue of non-compliance.
- Managing Petty Cash And Keeping Proper Records
- Update And Maintain Accounting Ledgers
- Collecting Invoices And Reviewing All The Attachments With, and processing Payments
- Payroll Processing
- ESI,PF Monthly Return File

ACCOUNTANT - 2016-2017

AM MOTORS Malappuram

- Handling Petty Cash
- Accounts Payable
- Accounts Receivables & Collection
- Manage payroll activities and release salaries.
- Sales Invoicing
- job card Preparation

EDUCATIONAL HISTORY

UNIVERSITY OF CALICUT

Bachelor In Commerce
2010 - 2013

Higher Secondary Board , kerala

Plus Two - Commerce
2008 - 2010

LICENSE&CERTIFICATIONS

QATAR DRIVING LICENSE -State of qatar
Issued - Nov 2021 Expiry - Nov 2026

CERTIFIED PROFESSIONAL ACCOUNTANT
IPA (The Institute of Professional Accountants)
Issued - Jun 2014

Tally Certified
Tally ERP Software Services
Issued - Jun 2014

Microsoft Excel Certified
Micro soft
Issued - Jun 2014