

# Mohamed Shahid

## Financial Accountant

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### Education

**Master of Business Administration (MBA)- Human Resource Management (HRM),** *Bharatiar University*

**Bachelor of Business Administration (BBA),** *Calicut University*

### Professional Experience

**Junior Accountant,** *DAT International General Trading LLC (4 Months)* 02-2023 – 06-2023 | Sharjah

- Proficient in day-to-day journal voucher preparation and accurate bookkeeping.
- Experienced in cash management, including petty cash, postdated cheques, and multiple bank accounts.
- Skilled in reconciling various accounts: bank, purchase, sales, vendors, customers, inter-company, owner's, deferred, and prepaid.
- Capable of administering payrolls and controlling income and expenditure.
- Expert in reviewing invoices, receipts, payment vouchers, and supplier documents.
- Proficient in processing leave salary, gratuity, and final settlement procedures.
- Knowledgeable in handling accruals, prepayments, and deferrals.
- Experienced in managing fixed assets registers, calculating depreciation, and related activities.
- Familiar with writing off fictitious assets through amortization entries.
- Proficient in month/year-end closing procedures and report preparation.
- Manage payroll and benefits administration for accurate and timely disbursements.
- Reconcile bank statements to verify financial transactions and maintain accuracy.
- Oversee day-to-day transaction recording and document maintenance for financial records.
- Conduct outlet calling to address financial inquiries and resolve issues.
- Prepare and submit VAT reports in compliance with tax regulations.

**Finance Accountant,** *Manapuram Finance (5 Months)* 08-2022 – 12-2022 | Kerala, India

- Manage and maintain financial records to ensure accuracy and compliance.
- Prepare financial statements in adherence to accounting and reporting standards.
- Assist in budgeting processes to support financial planning and control.
- Conduct financial analysis to provide valuable insights for informed decision-making.

**Accountant,** *Institute of International Accountants (IIA) (1 Year)* 06-2021 – 07-2022 | Kerala, India

- Day-to-day transaction management, maintaining accurate and organized financial records.
- Skilled in bank reconciliation statements and month-end closing procedures to ensure financial accuracy.
- Experienced in administering payroll and benefits, as well as handling accruals and deferrals.

### Skills

#### Financial Accumen

- ☑ Record-to-report (R2R)
- ☑ Procure-to-Pay (P2P)
- ☑ Order-to-Cash (O2C)
- ☑ Reconciliation of Accounts
- ☑ Payroll & Benefits
- ☑ Receivables & Payables
- ☑ GCC VAT
- ☑ Accruals & Deferrals
- ☑ Closing Procedures
- ☑ Financial Statements
- ☑ ERP Software Management
- ☑ Agent report

#### Software

- ☑ MS Office
- ☑ Quick books
- ☑ Peachtree
- ☑ Outlook

#### Languages

English | Hindi | Malayalam | Arabic (Read/Write)