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Marital Status: Married

Driving license: Qatar driving License

Visa status: Transferable with NOC

EDUCATIONAL QUALIFICATIONS

- **Master of business administration**
(MBA) Finance- pursuing
- **Bachelor of Commerce** – 2014-2017
University of Calicut
- **Standard XII** – CBSE - 2012-2014
- **Standard X** – CBSE – 2012

PROJECTS

- **Employee satisfaction** – Foster
foods pvt Limited – Thrissur

SOFTWARE PROFICIENCY

- ECC 6.0 – S A P – FICO Module
- Tally ERP 9 Version
- MS Office

LANGUAGES KNOWN

- English
- Arabic
- Hindi
- Tamil
- Malayalam – Native

Mohamed Hashir N A

Auditor – Internal and External / Administration

PROFESSIONAL EXPERIENCE

Ahmed Khaled Al Ghanim and partners-chartered accountants (Bait Al-Mashura Finance consultations) Doha, Qatar **Internal and External Auditor** **February 2020 - till continuing**

- Prepared and issued required quarterly internal audit reports.
- Tracked corrective actions to ensure they were implemented.
- Prepared, analyzed, and verified annual reports, financial statements, and other records using accepted accounting procedures.
- Inspected accounts books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Attended department staff meetings in the Audit Manager's absence.
- Directed and reviewed work performed by audit personnel.
- Gathered data for internal audits through interviews, financial research, and downloads.
- Performed analytical review.
- Performed financial audit, review, and compilation.
- Compared current year financials to last year and the budget.
- Maintaining good working relationships with all colleagues and clients.
- Preparing and storing information in paper and digital form.
- Dealing with queries on the phone and by email.
- Translating and typing Arabic tax letters to English.
- Communicating audit results to clients and stakeholders.
- Provided general support to administration.

Qatar Islamic Bank (QIB)

Doha, Qatar

Banking (Internship)

November 2019 - February 2020

- Supported customer service.
- Dealing with bank products and services.

VPM Traders (wholesale store - FMCG)

Kerala, India

Administration and accounts

April 2017 to September 2019

- Compared costs and evaluate the quality of purchasing products.
- Supported in bookkeeping.
- Assisted customers on product information and product selection.
- Monitored incoming calls, mails and answer or forward as required.
- Managed and monitored everyday activities of warehouse.
- Supervised employees.
- Developed, documented, and implemented business plans and goals.
- Verified the financial information's.
- Received and processed all invoices and payment requests.
- Provided sales and quotes to potential customers.
- Handled main cash.
- Collected of debts from clients.
- Maintained a high level of confidentiality.
- Updated receivables by totaling unpaid invoices.