






MOHAMMED JAMSHEER KM
ACCOUNTANT AND PAYROLL OFFICER
ON VISIT VISA

CONTACT

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 Dubai, UAE

EDUCATION

- **MASTER OF BUSINESS ADMINISTRATION (MBA)**
Bharathiar University | 2011-2013
- **BACHELOR OF COMMERCE (B.COM)**
Calicut University | 2007-2010

COMPUTER SKILLS

- MS Office
- Excel
- Peachtree
- Tally

LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Malayalam

CAREER OBJECTIVE

To be associated with a progressive organization that helps me to grow professionally and personally to take up more responsible positions in future

KEY SKILLS

Financial analysis and reporting

Payroll Processing

Budgeting and forecasting

Auditing and internal controls

Cash flow management

Financial software implementation and integration

PROFILE SUMMARY

Experienced Gulf accountant with in-depth knowledge of payroll and a Master of Business Administration qualification. Proficient in financial modules including Tally, MS Office, Peachtree, and other relevant software. Capable of working quickly and accurately, with a track record of 8 years in accounts. Possess a strong understanding of financial processes, regulations, and reporting requirements.

WORK EXPERIENCE

- **GENERAL ACCOUNTANT AND PAYROLL PAYROLL OFFICER**
AL DAFNA MEDICAL CENTER, QATAR
November 2022 - August 2023
 - Financial statements, such as profit and loss statements, balance sheets, and cash flow statements, are prepared and maintained.
 - Financial transactions are recorded and reconciled, and accurate financial records are maintained.
 - Financial data, reports, and budgets are analyzed to identify trends, variances, and areas for improvement.
 - Financial records and reports are audited regularly to ensure their accuracy and integrity.
 - Accounts payable and accounts receivable processes, including processing invoices, payments, and collections, are managed.
 - Financial information is generated and presented to internal and external stakeholders, such as management, investors, and auditors.
 - Employee payroll and benefits are processed accurately and in compliance with legal and company policies.
 - Payroll compliance is ensured through collaboration with HR and accounting departments.
 - Payroll-related inquiries from employees and management are addressed and resolved.
- **STORE AND LOGISTIC IN-CHARGE**
Nal Plastic Industries, Qatar
Dec 2021 - Oct 2022
 - Accurate records of all products in the store, including their quantities, locations, and expiry dates, are maintained.
 - Regular stock audits are conducted to identify any discrepancies.
 - Appropriate actions are taken to rectify any discrepancies.

PROFESSIONAL STRENGTHS

- Strong understanding of Gulf accounting practices and regulations.
- Expertise in payroll processing, including calculations, deductions, and tax compliance.
- Experience in managing and reconciling payroll accounts.
- Skilled in preparing financial statements, budgets, and forecasts.
- Detail-oriented and highly organized, ensuring accurate and timely financial reporting.
- Strong analytical skills for identifying and resolving discrepancies.
- Ability to effectively communicate financial information to stakeholders.
- Proven track record of delivering high-quality work within deadlines

- All products are ensured to be properly placed and organized in the store, maximizing space utilization and ease of access.
- Shipping and receiving operations are overseen, ensuring that goods are handled efficiently and according to established protocols.
- Inventory levels are monitored and maintained to prevent stockouts and excess inventory, utilizing inventory management systems and tools.

• GENERAL ACCOUNTS AND OPERATIONS EXECUTIVE

LIMS SUPERMARKET LLC, DUBAI UAE

March 2020 - Sept 2021

- An accurate cash book is maintained, including recording daily cash transactions and reconciling cash balances regularly.
- Accounts receivable and accounts payable are managed, ensuring timely invoicing and payment processing.
- Bank transactions are handled, including deposits, withdrawals, and fund transfers, and bank statements are reconciled to ensure accuracy.
- Sales promotion activities are overseen, including coordinating advertising campaigns and monitoring their effectiveness.
- Employee payroll is managed, including calculating salaries, deductions, and overtime payments accurately and ensuring timely disbursement.
- Monthly final statements of accounts are prepared and submitted to the head of accounts, providing a clear overview of financial performance.
- Employee payroll and incentive schemes are administered, ensuring compliance with company policies and accurately calculating bonuses or incentives.

• SR. ACCOUNTS AND OPERATIONS EXECUTIVE

MU CARGO EXPRESS, NEW DELHI, INDIA

January 2017 - March 2020

- All financial transactions, including payments, receivables, billings, and collections, are managed and overseen.
- The accuracy and timeliness of financial records are ensured by maintaining up-to-date and accurate financial documentation.
- Comprehensive financial reports, such as expense summaries, revenue analysis, and profit statements, are prepared to provide valuable insights to management.
- Proper recording and accounting of all financial transactions are ensured through close collaboration with other departments, including finance, operations, and customer service.
- Financial advice and guidance on budgeting, investment opportunities, and potential financial risks are offered to the management team.
- Trends, patterns, and areas for improvement are identified through in-depth analysis of financial data, enabling informed decision-making.

• ACCOUNTS AND OPERATIONS EXECUTIVE

DR COURIER LLC , DUBAI, UAE

June 2014 - Dec 2016

- Managed and forecasted financial transactions for logistics operations, including accounts payable and accounts receivable processes.
- Reconciled accounts and verify transactions to ensure accuracy and completeness of financial data.
- Prepared monthly, quarterly, and annual financial statements, such as balance sheets, income statements, and cash flow statements.
- Analyzed financial data to provide management with insights on inventory, transportation, and warehousing costs, as well as trends and forecasting.