

MOHAMED NAFIH

Accountant

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📍 Dubai, UAE



CAREER OBJECTIVE

Experienced accountant with 5 years of expertise in financial management, data analysis, and reporting. Skilled in maintaining accurate records, preparing financial statements, and ensuring compliance. Proficient in various accounting software and adept at providing valuable insights for decision-making. Strong organizational and communication skills. Seeking new opportunities to contribute expertise and drive results.

WORK EXPERIENCE

ACCOUNTANT – *Smart Technologies LLC* / Dubai, UAE - **Mar 2021 – Apr 2023**

- Managed financial records specific to the construction industry.
- Tracked project expenses and ensured proper allocation of costs.
- Developed and monitored project budgets to control expenses.
- Collaborated with project teams to forecast and manage financial resources effectively.
- Utilized job costing methods to track project expenses and profitability.
- Prepared financial statements, including balance sheets and income statements.
- Produced reports on project financial performance and variances.
- Presented financial information to stakeholders, such as project managers and executives.
- Proficient in using construction-specific accounting software.
- Managed financial data and provided software support.
- Recorded and tracked VAT transactions, including input and output VAT.

ACCOUNTANT – *Gulf Dates Trading* (Subsidiary Company of Smart Technologies LLC)/ Dubai, UAE- **Mar 21 – Apr 23**

- Record and manage financial transactions related to the buying and selling of dates.
- Monitor and manage inventory levels of dates, considering their perishable nature.
- Prepare budgets that account for various aspects of dates trading, including production costs, marketing, and sales.
- Generate financial reports providing insights into the company's performance.
- Prepare and Submit VAT Filing.

ACCOUNTANT CUM OFFICE ADMIN – *Saif Navas Transport LLC* / Fujairah, UAE - **Aug 2018 – Sep 2020**

- Managed financial records specific to the limousine industry.
- Maintained accurate documentation for invoices, receipts, and expenses.
- Monitored and reconciled cash flow, including driver payments and client transactions.
- Developed and monitored budgets for operational expenses.
- Tracked revenue from various sources and analyzed expenses.
- Managed accounts payable and receivable processes.
- Prepared financial statements and reports.
- Ensured compliance with tax regulations and licensing requirements.
- Facilitated audits and prepared tax returns.
- Utilized accounting software for financial management.
- Managed payroll processing and expense tracking.

INTERNSHIP – *Industrial and commercial Bank of China Ltd* / Abu Dhabi, UAE - **APR 2018 – Apr 2018**

- Analyzing customer payments.
- Documentary credits and guarantees.
- Cash management and customer blacklist checking.

ACCOUNTANT – Dcode Advertising Private Ltd / Kerala, India – Nov 2016– Nov 2017

- Managed financial operations for advertising agencies.
- Oversaw budgeting, forecasting, and cash flow management.
- Prepared financial statements and reports.
- Utilized accounting software for transactions and reporting.
- Implemented efficient financial systems and processes.
- Prepared client invoices and tracked accounts receivable.
- Implemented revenue recognition processes for advertising contract

EDUCATION

BHARATHIAR UNIVERSITY – Tamil Nadu, India - May 2017

- Bachelor of Commerce

SKILLS

Software Skills

MS Office (Word, Excel, Outlook, Access, PowerPoint), Sage 50, QuickBooks, Tally , SAP F1.

Languages

Fluent in English, Hindi and Malayalam.

CERTIFICATION

- Diploma in Indian and Foreign Accounting.

PERSONAL DETAILS

Date of Birth: 21-02-1994

Nationality : Indian

Visa Status : Visit Visa