

MOHAMED MINHAM

ACCOUNTANT

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PROFESSIONAL SUMMERY

I am a driven Accountant with seven years of experience specializing in accounting, auditing, budgeting, and bookkeeping for diverse organization. Advanced knowledge of generally accepted accounting principles and practices. Foster transparency, understanding, and ownership of financial reports and financial operation metrics across the organization through knowledge of applicable laws, regulations, public finance, and external reporting through initiating and managing financial and accounting software used by the company

SKILLS

- Proficient in MS Excel ,MS word and Outlook
- MS Project & Office Package
- High level of Accuracy
- Excellent to Organizing ability
- Familiarity with computer Accounting software (QuickBooks, Tally..Etc.)
- Good Problem Solving Skill
- Leadership and Team Work
- Ability to work independently
- Great attention to details
- Good with numbers and Figures
- Excellent Communication in English & interpersonal skills
- Thinking , Planning & Organizing Skills
- Trust worthy with strong business integrity and Positive attitude
- CRM Application
- Proficient in ERP system (SAP, Microsoft Dynamics Navision
- Willing to do Admin works

PROFESSIONAL EXPERIENCE

Accounts Executive

Macktiles lanka (PVT) Ltd

OCT 2021 - JAN 2023

Bandaragma, Sri Lanka

- Assisted in preparing and maintaining accurate financial records, including balance sheets, income statements, and ledgers.
- Monitor and Follow up on outstanding payments and invoices.
- Generate financial reports & MIS for management, highlight key performance.
- Assist in the preparation tax filling and liaise with external auditors.
- Monitor and manage cash flow, optimize working capital and ensure the availability of funds for operational needs.
- Identify and analysis of financial risk and propose mitigation strategies.
- Provide basic IT assistance
- Ensure compliance with organizational guideline and procedures and federal and state regulation.
- Develop monthly financial statement include cash flow, Profit & loss Statements.
- Assist with reviewing of expenses, payroll records etc.

Finance Assistance**JAN 2021 - SEP 2021****Martello lanka (PVT) Ltd****Colombo, Sri Lanka**

- Conducting financial analysis and preparing management reports.
- Overseeing budgeting and forecasting activity.
- Managing cost control and optimizing initiatives.
- Secure financial information by completing data base backups.
- Preparing financial statements according to the legal and company accounting and financial policies & guideline.
- Update accounts payable and receivable & perform the bank reconciliation.
- Collaborating with cross functional teams for financial planning & analysis financial information.
- Preparing payroll reports and disbursement of salaries.

Junior Accountant**AUG 2016 - DEC 2020****Macksons Paints Lanka (PVT) Ltd.****Panaduara, Sri Lanka**

- Updating account receivables and invoices.
- Post and process journal entries to ensure all business transactions are recorded.
- Perform the entries as per accounting principle and financial process.
- Perform bookkeeping duties.
- Collaborate with external auditors to facilitate annual audits and ensure adherence to accounting standers

EDUCATION

1. Higher National Diploma in Certified Management Accounting (CMA)

The Institute of Certified Management Accountants, Bambalapitiya

- Certificate in Accounting & Business Studies
- Diploma Certificate in Accounting & Business Studies
- Advanced Management Accounting and Business Studies
- Strategic Level Examination Certificate

2. Diploma in Computerized Accounting

British Information of Computer Technology, Colombo

- QuickBooks – Sage Accounting – Tally – Microsoft Dynamics Navision

3. Diploma in MS Office Packages

Metro Institute, Kaluthara

- MS Excel – MS Word – MS Power Point - MS Outlook

PERSONAL INFORMATION

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| 1. Date of Birth & Age | - | 11/06/1995 / Age 28 |
| 2. Languages | - | English, Tamil, Sinhala |
| 3. Gender | - | Male |
| 4. Nationality | - | Sri Lankan |
| 5. Visa Status | - | Visit Visa (valid till 22 ^h of March, 2024) |