

**SUDHIR MOHAMMED**

**Chief Accountant / Senior Accountant**

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## **Profile Précis**

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### **Performance-driven Professional with experience in:**

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|-----------------------------------|---------------------|-----------------------------|
| ~ Finalization & Auditing         | ~ Inventory Control | ~ ERP & MS Office Expertise |
| ~ Receivable & Payable Management | ~ Insurance         | ~ Cash Flow & Budgeting     |
| ~ Banking & Trade Finance         | ~ Payroll (WPS)     | ~ MIS Reporting             |

- Establishing financial status by developing and implementing systems for collecting, verifying, analyzing & reporting financial information.
- Managing and overseeing the daily operations of the accounting department
- Managed diverse accounting, transformed unstructured accounting into ERP applications.
- Managing monthly General Ledger reconciliation, including bank and credit card accounts, ensuring all accounting records were maintained in a timely and accurate manner; reviewing financial statements for abnormalities or inconsistencies.
- Prepared monthly internal/Ad-hoc financial statements. Compiled and analyzed revenue & expense data to assist in budget preparation.
- Reconciled & resolved accounting issues and communicated with vendors/customers in connection with accounting disputes with respect to accounts payable and accounts receivable issues.
- Preparation of payroll accounts, Leave & indemnity & other staff benefits, Insurance Schedule, Rentals Etc., and ensure proper disbursement of the same.
- Assisting Auditors in completing finalization of accounts and providing VAT returns on time.
- Monitoring & reviewing of established accounting methods, policies and principles. Implemented policies and procedures for the new regions/brands working closely with the regions/brand managers to resolve transitional issues
- Served as an Accounts Executive for 15 retail and 3 wholesale Locations & Ware house, resolving all front and back office issues, customer concerns and completing cash reconciliations, chargeback resolutions, and customer returns. Reconciled A/R, and A/P General Ledgers accounts & processed month end entries related to inventory and financials.
- Served as the Accounting Manager for 25 retail locations, Distribution, three Regions & three Ware house locations, analyzing profitability, location wise brand wise. Cash Management, assist in budgeting and providing feedback on variance to the management.
- Liaised with other divisions, departments, and banks and other related parties on issues related to finance of the organization.
- Selection, delegation & supervision of various accounting works to staff and provide necessary training and instructions to achieve organizational goal.
- Through experience in various ERP Environment, like EPICOR, SAP, NAVISON, BAAN, etc. and Accounting Platforms like Tally, Peachtree etc.

## **Functional Experience:-**

Since Mar' 2015 to Oct 2023, **Accounting Manager M/s. Time House Trading LLC., UAE**  
Wholesaler/Retailers of Watches, Toys, Perfumes in UAE, Kuwait & Qatar, Kingdom of Saudi Arabia

- *Provided monthly MIS reports & analyzing the same to provide feedback to the management on business performance viz. monthly turnover, profitability, margin analysis etc.*
  - *Monitoring various accounting activities viz. bank reconciliation, general ledger reconciliations, preparation of various reports, schedules, profit & loss account & balance sheet.*
  - *Liaison with bank on TR, OD limit & cash flow management.*
  - *Monitoring payment made to vendors in accordance with the policy & arranging fund for the same. Reconciliation of suppliers accounts statement and sorting out discrepancies, if any.*
  - *Approving material requisition for stock item purchases. Approving material issues for ensuring authenticity of requirement*
  - *Maintaining Schedule of Rent around 25 KIOSK, Office and 3 warehouses and timely renewal and other correspondence as and when required.*
  - *Ensuring Mall commission & rent are deducted in accordance with contract and sending claims for refund or credit note on excess charged*
  - *Preparation of quarterly Cash flow projection & ensures smooth flow of fund required for business.*
  - *Payroll Processing, Preparation of schedules and passing of month end JV's, supervision of Cash/Bank/Sales/purchase ledger and reconciliation of the same.*
  - *Successfully set-up of accounts department by selecting staff and implementation of SAP in KSA, Bahrain, Qatar Regions and consolidating regional financial data with that of Group*
  - *Conducting Internal/ statutory audits for evaluating internal control systems/ procedures with a view to highlight the shortcomings and implementing necessary recommendations.*
  - *Supervision of migration & implementation of financial data to SAP B1*
  - *Allocating work flow & provide training & supervision in computerized accounting environment*
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*Jun' 2006 to Feb' 2015, Chief Accountant, M/s. Universal Electrical Equipment Est., Dubai, Dealers/Traders of ELBA, Deutz Machinery & Spare parts, AEG, IGNIS, NARDI, Turbo Air – Domestic Appliances & Spares and NOLTI, Lotus Kitchen Cabinets & Wardrobes*

- *Preparation of MIS reports & analyzing the same to provide feedback to the management on business performance viz. monthly turnover, profitability, margin analysis etc.*
  - *Monitoring daily sales & collections of business units & prepare exception report on irregularities, if any.*
  - *Assist in setting up of credit control system for debtors, ensuring collection of receivables & retention as per payment terms.*
  - *Creating Provision for Bad & Doubtful Debts, following up with company legal advisor on recovery of doubtful debts & seeking approval for accounting bad debt.*
  - *Reviewing costing sheets of Kitchen projects & ensures the profitability of projects undertaken.*
  - *Designing draft contracts for kitchen projects & ensures all clauses are in accordance to the company policy*
  - *Ensure timely issue of requisition & Purchase Order for materials required for projects. Controlling cost of project by monitoring costing sheet of concerned projects.*
  - *Obtaining Jobs in hand of various department and arranging fund for execution of the same.*
  - *Monitoring payment made to vendors in accordance with the policy & arranging fund for the same. Reconciliation of suppliers accounts statement and sorting out discrepancies, if any.*
  - *Preparation of quarterly Cash flow projection & ensures smooth flow of fund required for business.*
  - *Preparation of Budget, provide feedback on variances from established budget & reasons there off.*
  - *Coordinating with Insurance companies on policies, premium, valuation of assets insured and arranging inspection & evaluating competitive rates on various policies.*
  - *Allocating work flow & provide training to subordinates on computerized accounting & sorting out queries, where necessary.*
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Jan'2000 to Apr'2006,

**Accounts Executive, M/s. Ajmal International Est., Kuwait**

Manufacturer & Retailer of Arab Oriental / European Perfumes, has more than 135 exclusive retail outlet including 14 in Kuwait.

- ***Preparation of monthly Trial Balance, Profit & Loss Account, Schedules & preparation of outstanding statement of accounts, Bank reconciliation.***
- ***Preparation of Monthly / Fortnightly Sales Report, Budgeting, generating profitability report of individual shops.***
- ***Generation of fortnightly & monthly stock related reports. Monthly Hit-list report, quarterly stock age report & compares with that of previous year.***
- ***Scheduling of Half yearly & annual stock-take, generation of variation report location-wise & forward the same with explanation to management for approval.***
- ***Preparation of monthly rent cheques, utilities payment for showrooms.***
- ***Monitoring petty cash expenses and arranging fund for the disbursement of the same.***
- ***Monitoring daily sales and ensuring all collections are deposited into bank.***
- ***Conducting surprise checks (Cash count & random stock take) in showroom as per the guidelines of HO.***
- ***Monitoring daily banking activities & transfer of funds to HO on competitive rates.***
- ***Monitoring purchases of inventories & ensures prices & quantities are recorded properly.***
- ***Calculation of incentives & disbursement of the same to the sales personal.***
- ***Preparation & disbursement of payroll, leave & indemnity, incentives etc.***
- ***Fortnightly backup of accounts data, updating MIS module for generating sales data's for sales personal.***
- ***Assuming HR Executive responsibilities like management of showroom staff, planning their leave & arranging for their transportation when HR executive goes on leave.***
- ***Training to showroom personal on data entry of their sales and attending queries, where necessary.***
- ***Implementation of Merlin (Oracle Based Account software) at Kuwait. Successfully implemented Merlin & Point of Sales in Bahrain station which had 6 showrooms.***

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Aug'1995 to Dec'1999,

**Accountant, M/s. Parwaz Food Packers,**

Export House, Seafood Processors/Exporters, Chennai

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**PERSONAL DETAILS**

<b>Academic Details</b>	<b>B.Com., P.G. Dip. In Business Administration</b> <b>P.G. Dip. In Computer Application</b>
Date of Birth:	6 <sup>th</sup> May, 1974
Nationality:	Indian
Address for communication	Buteena Sharjah Near Nesto HM UAE
Languages Known:	English, Tamil, Hindi, Malayalam (Mother Tongue)

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