





# HABEEB MOHAMED

## Accountant

### CONTACT

 **Address**  
02, Abubacker Building,  
Muraqqabat Road, Deira

 **Phone number**  
+971506436494

 **Email**  
[habeebklk@gmail.com](mailto:habeebklk@gmail.com)

### SKILLS

- Record keeping
- Accuracy
- Accounting software skills
- Soft skills
- Critical thinking skills
- Multi-tasking skills
- Data Analysis Skills
- General Business knowledge Ability to work independently.
- Analytical skills
- Advanced bookkeeping skills

### PROFILE

Experienced Financial Accountant skilled in statement preparation, reporting and data analysis for well-rounded accounting support. Priorities and multitasks to achieve multiple demands within deadlines. Flexible and adaptable for responsive accounts assistance in changing environments.

### PROFESSIONAL EXPERIENCE

**Emirates Business Management International Consult, Dubai, UAE**  
Accounting Aug 2022 – Current

- Manage the full cycle of accounting operations, including accounts receivable, accounts payable, general ledger, and payroll processing.
- Ensure compliance with accounting principles, company policies, and regulatory requirements in all financial activities.
- Perform month-end and year-end closing procedures, reconciling accounts and preparing financial statements with accuracy and precision.
- Analyze financial data and provide insights to senior management for strategic decision-making and resource allocation.
- Coordinate and collaborate with internal stakeholders and departments to streamline processes and improve efficiency.
- Supervise and mentor junior accounting staff, providing guidance and support in daily tasks and professional development.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Prepared VAT and income tax forms for commercial and individual clients.
- Resolved invoice coding and tracked recurring expenses for accrual entry.
- Advised management on financial details related to business operations, inventory levels and budgets.
- Analysed monthly balance sheet accounts for corporate reporting.
- Prepared monthly bank reconciliations and compiled reports for financial reviews.
- Prepared for and completed accurate and complete tax returns in advance of deadlines.
- Tracked tax, invoicing and budget information accurately using QuickBooks.
- Analysed monthly reporting to reconcile production operations and general ledger.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Generated invoices based on established accounts receivable schedules and terms.
- Conducted regular reviews and official audits to validate recordkeeping and controls.
- Processed invoices and payment runs with complete accuracy.
- Checked and imported payroll and pension data to pay salary deductions.
- Received and processed stock using inventory management system.

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

TECHNICAL SKILLS

- Tally ERP 9
- Quickbooks
- Ms Office
- Visual ACE
- Zoho Book
- Wave online Software

PERSONAL DETAILS

- Nationality : INDIA
- Date of Birth: 02 May 1990
- Visa Status:  
Residency Visa Validity on:  
Aug 2024
- Passport No: M6148461  
(Expiry Date: 10, 2025)

EDUCATION

- Regional center of Anna University Tirunelveli, Tamilnadu, India  
Qualification: MBA Master of Business Administration (Finance)  
Institute name - Regional centre of Anna University Tirunelveli, Tamilnadu, India  
07/2012- 05/2014
- Syed Hameedha Arts and Science College, Tamilnadu, India  
Qualification: Bachelor of Commerce (Accounting)  
Institute name -Syed Hameedha Arts & Science college  
05/2009 - 04/2012

Fusion Electro Mechanical & Maintenance LLC, Abudhabi, UAE

Accounting / Admin Co-ordinate July 2017 – Sep 2019

- Preparing financial statements like balance sheets and income statements to gauge an organization's financial measure performance.
- Reconciling the company's bank state
- Keeping a check on the company's finances based on financial statements and bookkeeping ledgers
- Completing analysis of the employee expenditures
- Managing income and expenditure accounts
- Generating the company's financial reports using income and expenditure data
- Conducting internal or external audits to ensure financial data accuracy and compliance with accounting rules.
- Provide technical support and advice on Management Accountant
- Review and recommend modifications to accounting systems and procedures.
- Manage accounting assistants and bookkeepers.
- Assist with tax audits and tax returns.
- Direct internal and external audits to ensure compliance.
- Plan, assign and review staff's work.
- Support month-end and year-end close process.
- Managed projects through budgeting, scheduling and complex problem-solving.
- Tracked tax, invoicing and budget information accurately using QuickBooks.
- Organized and carried out month-end, quarterly and year-end processes.

Certifications

2012      Computer Education Courses (CSC)  
Accounting TALLY ERP9