

MOHAMED RAFEEQ.MP.

ACCOUNTANT



CONTACT INFO

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PERSONAL DETAILS

- Age & Date of Birth : 34. ,04-01-1989
- Visa Status : Resident
- Marital Status: Married
- Nationality : Indian

❖ **Additional Information:**
Holding Dubai Driving License.

SKILLS

- Accounts Payable& Receivable
- Bank Reconciliation.
- Monthly Accounts Closing
- Cash Flow Management
- VAT Filing

Objective

Seeking a challenging career that encourages continuous learning and provides exposure to new ideas, which stimulates professional and personal growth and help to function as an asset to company. I am having 5+years of diversified experience as Accountant with extensive knowledge of Zoho Books and Xero. Have a strong leadership skills and a proven ability to manage and motivate team.

EXPERIENCE SUMMARY

GULF MODERN CONTRACTING LLC, DUBAI - POSITION ACCOUNTANT

- Posting all invoices cost wise & division wise .
- Payment Certificates posting with or without retention, advances -for the sub contractor payment.
- Verifying the purchase invoices with delivery note and LPO. Issuing Supplier payments.
- Posting payment vouchers /receipt vouchers in bank or cash books.
- Journal entries posting for adjustment, Intercompany transactions, Salary posting and related accounting entries.
- Sales invoice booking on division wise (CIVIL/MEP/Landscaping).
- Types of Fixed Assets posting with depreciation category wise.
- Bank reconciliation on monthly wise .
- Supplier reconciliation with company books.
- Master data creation for suppliers, customers on projects & division basis.
- Petty cash bills verifying and entry posting .
- Cash /Fund flow management
- Credit application form filling and send to the suppliers with required company documents and keeps filing .
- Depreciation posting and tracking ,Fixed Asset Inventory. Assist to the Audit reports .

SOFRA WORLD WIDE LLC, DUBAI

POSITION : Accountant

Used Software 'Xero & Zoho Books'

(JUNE 2015-JULY 2017)

SOFTWARE EXPOSURE

- FOCUS
- Zoho Books
- Tally
- MS Office ((Expertise in Outlook Express, Excel, Word)

LANGUAGES

- English
- Hindi
- Arabic
- Malayalam

STRENGTHS

- Quick at learning new concepts and technologies.
- Excellent Leadership qualities.
- Good communication and interpersonal skills.
- Displaying initiation, integration and Co-ordination in a Team Work.
- To maintain a higher standards in performance.

- Preparing Telegraphic Transfers, Issuing Cheque , etc. for the suppliers Payment
- Allocation of Prepayment Entries.
- Preparations of Bank Reconciliation Statement Intercompany transactions (catering, flowers &even management)
- Handling petty cash and Sales cash and done by Depositing.
- Preparation of Accounts Reconciliation Statement including Intercompany transactions.
- Analysis of Cash flow,P&L and Balance sheet
Taking monthly inventory manually and creating the brief report in Excel.

GRAND HYPERMARKETS DUBAI-UAE (SEPTEMBER 2010 - SEPTEMBER 2013) POSITION : Accounting Assistant

- Purchase invoice booking and posting.
- Types of Journal entry posting
Handling petty cash and posting entries.
- Purchase Management-LPO, GRN,GRV, Barcode Creation, Product Maintenance, Purchase enquiries, FOC allocation.
- Sales Management-Sales Order, Delivery cum Invoices, Sales Returns, Product Pricing.
Invoice sorting, filing, keeping periodical manner
- Inventory Management-Physical stock verification, product stock adjustment, Monthly stock checking, reporting to the regional Manager.
Creation and maintenance of barcode, product code, products status
- Intermediary between Accounts Department, Purchase department, store keepers & sales staffs, Suppliers and Managers

QUALIFICATIONS

= Bachelor of Commerce from University of Calicut

= Certified Proficiency in MS-Office.

PERSONAL COMMITMENT :

I hereby declare that the above-mentioned information is true to the best of my knowledge & belief and I bear the responsibility for the correctness of the above-mentioned particulars.

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