

MOHAMMAD AARIF

Senior Accountant

Address – Post box 296010, Dubai, UAE

Mobile: +971-524295795 | Email: aarifct@gmail.com

LinkedIn: www.linkedin.com/in/mohammad-aarif-a6928a14



CAREER STATEMENT

Senior Accountant with 14+ year's gulf countries experienced Looking for a challenging position in an organization where I could develop my skills fostered. Overall responsibility of annual Budgeting for the company, Rollout of the Annual budget to all stakeholders and ensuring a review process to track monthly performance vs the budget. Responsible for Monthly planning and forecasting for all business units and providing critical feedback to management on financial performance. Provide strategic leadership to the overall finance function and ensuring that the function is properly organized, staffed, developed, motivated and compensated.

TECHNICAL SKILLS

Accounts Payable	Accounts Receivable	Cash Flow Management	UAE VAT & Taxes
Inventory Control	Accounts Payable	Letter of Credit (L/C)	Import and Export
Financial Reporting	Assets Management	Accounts Finalisation	Tally, Excel & Peachtree

PROFFESIONAL EXPERIENCE

Mohiudeen Wood Works Co. L.L.C, U.A.E | 2017-2022 | Senior Accountant

- Verify, allocate post and reconcile Accounts Payable and Receivable and Produce error-free accounting reports and present their results. Analyze financial information and summarize financial status.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Controlled daily input of ledger activities and closing of general ledger each month.
- Responsible in the reconciliations of the statement of accounts from various suppliers on a monthly basis and prepares checks for payments due to them once the accounts were already reconciled.
- Assisting with the close of accounts receivable, accounts payable, operating expenses, and project costs.
- Monitor cash and bank balance daily basis and review daily and monthly reconciliation statement. Manage banks all facilities (Trust receipts and Loans). Prepares cheques and update record of all post-dated cheques (PDC), dishonoured and cancelled cheques.
- Monitored compliances for VAT as per federal tax authority law for implementation of VAT in UAE from 1st January 2018. Lead a team engaged in enhanced document checking for bill against LC, bill discounting/ Negotiation of export bills, LC information, and LC issuance and follow the standard process.
- Reviews investigate and correct errors and inconsistencies in financial entries, documents, and reports.
- File daily, weekly, monthly, quarterly, trimester, and annual accounting reports regarding all transactions performed by the company.

Alcat Contracting Co. W.L.L, Qatar | 2015-2016 | Project Accountant

- Control accounts payable and receivable and performs monthly and annual reconciliations. Reviewed and approved suppliers invoices related to a project and prepare payment certificate after coordinate with quantity surveyor.
- Accounting of sub-contract payment certificate with supporting documents such as Sub-contract confirmed order, summary of work done etc. Review and approve time sheet of hired manpower and rental equipment and resolve if discrepancies.

- Support the delivery team in auditing projects from a compliance standpoint. Coordinate with all PMs and provide support for delivery related metrics. Conduct Audit on all SOW to ensure its compliance. Ensure staffing plan compliance
- Review contractors' bills for accuracy and completeness, and approve payment requests. Process invoices, requisitions, and purchase orders. Review, approve, and process payroll, expense reports, and time cards. Research and resolve invoice and billing disputes with contractors.
- Coordinate with management, including with PMs in developing overall project costing budget for various assigned projects. Ensure that project design and development activities are in accordance with the allotted budget.
- Working with Letter of credit & Letter of Guarantees (Preparation of L/C documents for local and foreign L/C, L/C amendments, negotiation with proper documentation.

Six Construct, Qatar& Bahrain | 2010-2014 | Accounts Payable

- Manage project petty cash fund as per approved floating amount. Maintain and update vendor files and Correspond with vendors and respond to inquiries.
- Posting supplier invoice in system and prepare weekly or monthly outstanding statement. Handle local purchase order and foreign purchase order, delivery notes and follow-up for invoices from supplier. Performing daily AP activities including vendor setup, invoice processing, weekly / ad-hoc payment runs and reconciliations.
- Co-ordinate with internal stakeholders and vendors for timely invoice processing & payments. Ensure AP transactions are timely recorded, documented, reviewed, and supported in accordance with organization's policies and SOX controls.
- Supporting in month closing activities including journal entries, supporting schedules, reports and analysis etc.

Rashids International, U.A.E | 2007-2009 | Junior Accountant

- Post journal entry of debit note and credit note. Perform reconciliations of creditors and debtors. Building process to ensure compliance of expense bookings with Internal Approvals, Budgets, and taxation before pay-out.
- Monthly close of accounting modules, ensuring monthly Sub ledger to General Ledger reconciliation. Preparation of monthly Balance Sheet Reconciliations.
- Finance Induction to all new hires with the latest information on Expense Policy of and Expense reimbursement system.
- Reviewing and maintaining internal controls processes and systems. Reconcile financial discrepancies by collecting and analysing account information. Assist in preparation of monthly financial statements.
- Assistance in MIS preparation including sales and expense reconciliation. Monitoring cash forecasts and receivables and cash flow.

EDUCATION

MBA - Finance Management | Punjab Technical University | Jalandhar, Punjab | 2012

B.COM – Finance Accounting | University of Rajasthan | Jaipur, Rajasthan | 2004

PERSONAL PROFILE

Date of Birth 10th of Feb-1985 | Visa Status – Visit Visa Valid till 26th of Nov-2023 | Passport Status – Valid till 2029

Driving License – UAE | Language – Hindi, English, Urdu | Nationality - Indian

DECLARATION

I hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.