

Yunus Mohammed
Senior Accountant / Accounts Controller
 Mobile: +971554264916
 Email: khaledyunus@gmail.com
Visa Status: - Employment



PROFILE: -

- Over 10 plus years UAE proven work experience and expertise in handling accounts, payables-receivables, auditing, reconciliation, general ledger accounting, payrolls, book keeping, vouchers, computerized accounting transactions and liaison with banks-creditors.
- Professionally qualified with Master in Accounts & Finance.
- Proficient in computerized Accounting software's (Tally9, Peachtree and QuickBooks) and MS Office Applications.
- Proactive and result oriented with broad experience in all aspects of accounting and financial management with experience on supervisory & decision making positions.
- Have experience in conducting internal & external auditing, Ability to analyze financial data and prepare financial reports, statements and projections.
- Proven Well-disciplined ability to manage multiple tasks efficiently & accurately under pressure while meeting tight deadline schedules
- Possess demonstrated ability to work effectively and congenially with employees at diverse levels.
- Strongly commercial with excellent communication and influencing skills.

Work Experience: -

Organization	Designation	Duration	Reporting to
Saaed Employment Services, Est., Dubai.	Senior Accountant	Oct 2016 to Present	Finance Manager
Al Barakah Dates Factory LLC, Dubai.	Senior Accountant	September 2014 to August 2016	Finance Manager
Al Bilal Foodstuffs LLC, Dubai	Junior / Senior Accountant	February 2008 to August 2014	Finance Manager
Madhucon Projects Limited Hyderabad, India.	Accounts Assistant / Accountant	April 2002 to December 2007	Senior Accountant

Synopsis of Responsibilities: -

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintain and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions, resolving discrepancies.
- Maintain general ledger by transferring subsidiary accounts, preparing a trial balance, reconciling entries.
- Summarize financial status by collecting information, preparing balance sheet, profit and loss, and other statements.
- Produces payroll by initiating computer processing, printing checks, verifying finished product, completes external audit by analyzing and scheduling general ledger accounts, providing information for auditors.
- Secures financial information by completing database backups.
- Protects organization's value by keeping information confidential.
- Presenting a true and fair view of the financial position of the company by preparing financial statements, P&L Account, Balance Sheet and annual reports.

- Reconciling accounts and monitoring records as well as preparing creditors/ debtor's reconciliation statements.
- Assisting Finance department in all aspect of maintenance of General Ledger Accounts. Ensuring that all transaction is properly included in the General Ledger and that all appropriate reconciliations are prepared in a timely and accurate manner.
- Raising invoices, recording, posting and prepare documents according to LC.
- Identify and Evaluation of Supplier, Negotiation of Prices for placing orders locally.
- Managing basic banking activities like Reconciliation, Cash Management Services, Bank Guarantees, Bills Discounting, cheques discounting etc.
- Managing online banking functions, including payments under the supervision of superiors.
- Monitoring the funds position to ensure optimum utilization of available funds towards the accomplishment of organizational objectives.
- Involved in posting to ledgers, control of petty cash, stock control, sales invoicing, cost and expenditure controls, reporting to trial balance, general ledger, supplier and bank reconciliations and other finance related tasks.
- Implementing the accounting procedures and ensure that all surrounding controls are adhered to.
- Customization of accounting software and creation of computerized financial reports as per requirement.
- Preparing staff payroll (WPS), leave salary and EOSB settlements.
- Manage preparation and submission of consolidated reports.
- Finalization of Accounts, Monthly, Yearly Closing.
- Manage preparation and submission of consolidated reports.
- Coordinate an operational - financial audit that summarizes organization's financial position.
- Assist auditors check financial and operational activities for efficiency, effectiveness, and use of accepted accounting procedures in recording transactions; identify key risk areas and report on abnormalities.
- Participate in financial planning, budgeting and cost analysis; help devise strategic plans and operations controls to ensure company's financial stability, optimum profitability and continued business growth.
- Prepare forecast for capital budgeting, AR/AP, cost accounting systems, fixed assets ledger and expenditure.
- Review reports, financial statements and tax returns.
- Review management letter.
- Review with the engagement partners any critical area or significant findings.
- Preparation of monthly, quarterly and annual financial report.
- Responsible for Fixed Assets accounting; depreciation calculation and Deferrals.
- Preparing a bank reconciliation statement for Different Bank.
- Preparation of Consolidation of Financials Statement (Income Statement, Balance sheet, Cash Flow statement, Product-wise Income Statement) for Management Reporting.
- Preparation of various reports required by the management.
- Handling and maintenance of various reports of accounts in TALLY.
- Coordinate the various planning phases of an engagement, including staff requirements, scheduling and the assignment of work to be performed by Audit teams.
- Review engagements and representation letters.
- Review the audit or other work programs and time budgets.
- Monitor each engagement to ensure that work is proceeding on schedule.
- Make sure all documentation as required for Quality Control and Peer Review are included on all the assignments.
- Review reports, financial statements and tax returns.
- Review management letter.
- Review with the engagement partners any critical area or significant findings.
- Prepare and discuss staff performance evaluations on all staff under supervision.
- Responsible for completing client work on timely basis.
- Responsible for billing to and collection from client.
- Delegate duties to subordinates and provide training.

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- Develop and maintain good working relationships with client management.

Qualification

M.B.A (Finance) 2010 -2012, Kakatiya University, Warangal, Telangana, India

B. Com (Financial Accounting) 1994-97 Kakatiya University, Warangal, Telangana, India.

Achievements

- Track record in handling finances and accounts of various companies. Developed skills in consolidating accounting and financial reports utilized by management in their strategic planning and decision-making.
- Demonstrated competencies in maintaining monthly Property Plant & Equipment Movement Schedule.

I.T Skills

- Proficient user in all components of Microsoft Office especially Word, Excel and PowerPoint.
- Worked in ERP (Tally9, QuickBooks and Peachtree) environment.

Personal Details

Name: Yunus Mohammed
 Age: 40
 Father’s Name: Yaseen Mohammed
 House Number: 11-3-113, Nehru Nagar, Khammam, Telangana. India
 Nationality: Indian
 Passport No: G4482563 (Valid till 22-08-2017)
 Driving License: Holding driving license for UAE and India for light motor vehicle
 Mobile No.: 050-3193267
 Email Address: khaledyunus@gmail.com
 Skype: khaledyunus
 Marital Status: Married
 Language known: English, Hindi, Urdu and Telugu

References

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I declare that the above facts given by me are true to the best of my knowledge and belief.

Yunus Mohammed