

MUHAMMED SAROOQ

Dubai

United Arab Emirates

Mobile: +971588206889**Driving License: UAE Light Vehicle.**E-mail: mhdsharuk@gmail.com**ACCOUNTS/ADMINISTRATION PROFESSIONAL****Career Objective: -**

Seeking Mid-level role/Senior level in the domain of Accounts/Administration management operations with a well-established organization

Skills:-

Integrity, Fearlessness, Command of both technology and finance issues, the ability to wear many hats, eagerness to embrace change, Vision, Strong communication abilities, Interpersonal skills, Accessibility .

Professional Experiences

Accountant & HR Coordinator (Petco Gulf FZE, Jebel Ali Free zone) From November 2020 Onwards

Accountant & HR Coordinator (Petco Gulf for Repacking and Wrapping Services, Ajman Sister-Concern of Petco Gulf FZE) From November 2020 Onwards

Assistant Accountant (Miracle General Trading, UAE) from December 2019 to May 2020)

Assistant Accountant (Sachindra Rubber Plus LLC, India) from June 2018 to Aug 2019)

Expertise & Abilities

- Prepares assets, liability, and capital account entries by compiling and analytical account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.
- Maintain accounting control by preparing and recommending policies.
- Analyze financial accounts to provide detailed report to fiscal health to senior management.
- Reconcile financial discrepancies by collecting and analyzing accounting information.
- Prepare monthly account reconciliation and Bank reconciliations.
- Maintaining daily petty cash expenses and posting in respective accounts.
- Prepare revenue, expenses, payroll entries, invoices and other accounting documents.
- Secure financial information by completing data base backup.
- Substantiates financial transactions by auditing documents.
- Ability to work with stakeholders from all parts of the business including top senior management and more junior members.
- Ability to challenge, guide and influence decisions, multi task and prioritize assignments.
- Preparation of VAT & Sales Tax, & VAT filings. Group VAT Filing
- Expertize on Visa Processing, Emirates ID Processing, Cancelling Visa, Contract Renewals , Trade License & Industrial License renewals.
- Maintain Wage register, Employee benefit liasioning and records of personal related data.
- Payroll , WPS Preparations & Calculations of Leave pay , Gratuity and End of Service settlement.
- Expertize on Documents need for Export and Import Purpose like BOE creation, Transfer of Ownership, Dubai Chamber ,Dubai Municipality and other logistical paper docs.

- Coordination with JAFZA on all the HR and PRO related matters.
- Make a good relation with customers and ensures to collect payments on Time.
- Month End and Year End Closing the Books of Accounts.
- Review of AR Aging to ensure Compliance
- Ability to Take on Accounts Payable Responsibility by Prioritizing payments to vendors, Maintain long-term loyalty and aid in cash flows.
- Reconcile and Distribute payment to multiple vendors and Dispense daily General Reports

Educational Qualifications

- **Bachelor's Degree in Commerce** (B com) University of Calicut, Kerala, India
- **CMA US (Pursuing)**
- **HSE(Science)** H.S.E Board of Kerala, India

Certificate Courses

- **CIFAP(Certified Indian and Foreign Accounting Professional)** Tally ERP9,MS Office, Peachtree, Quickbooks.

Accounting Software Skills

- QuickBooks
- Hinawi Software
- Tally ERP9
- Peachtree
- Ability to work with any accounting software

Computer skills

- Advanced knowledge
- MS Office 365

Personal Details

Date of Birth	: 16 th Nov 1995
Marital Status	: Single
Nationality	: Indian
Driving License (UAE)	: 4164413
Permanent Address	: A M Mahal, P.O. Rayarangoth, Kozhikode DT, Kerala, India, 673102
Mob	: +971588206889
Visa Status	: Free zone Company Visa
Joining date	: 1 Month Notice Period

Reference : Available on request

I hereby declare that all information furnished here is true to the best of my conscience.

Place: UAE
Date:
Muhammed Sarooq