

# MOHAMMED INAYATH SHAREEF

(Accounts & Finance Professional)

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## Career Objective

To contribute towards the growth and development of a dynamic Organization where there are ample opportunities to grow both professionally and personally and where I can utilize my skills and experience efficiently and effectively.

## Strengths

- |  |   |
|--|---|
| + Masters in Business Administration       | + MIS with Project Management             |
| + Accounts Receivables & Accounts Payables | + Credit Control                          |
| + Finalization of Accounts                 | + Good team player                        |
| + Financial Planning and Analysis          | + Adaptable to changing business climates |

## Qualifications

- **Master of Business Administration (Marketing & Investment Management).**
- **Bachelor of Commerce – Dr. B.R. Ambedkar University (Hyderabad-TS.) India.**

## Key Skills

- MBA with more than 13+ years of experience of GCC in the field of Accounts.
- Expertise in spearheading corporate and financial planning initiatives in Commercial Operation, Accounts & Finance, Auditing & MIS.
- Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization.
- Strong analytical skills.
- Well versed with different accounting & ERP's softwares.

## Employment History

**Chief Accountant.**

**Jan-2024 to till date.**

**Dalal Tarahib Al-Mutairi Trading Company.**

**Riyadh-Kingdom of Saudi Arabia.**

### Responsibilities:

- Monthly Closing of Income Statement & Balance Sheet Finalization.
- Handling monthly bank reconciliation statements.
- Handling payments in an organized and timely manner.
- Handling of all revenue/sales & purchase report at the month end.
- Making Budget as and when required as per the management.
- Liaison with external auditors irrespective to the points @ the time of final audit.
- Preparing and analyzing of all payments and updating ageing on weekly basis
- Rectifying of employees settlement at the time of leave/cancellation.
- Rectifying of monthly payroll through WPS by rectifying and uploading SIF.
- Computation of depreciation on assets @ the year end and liaison with auditors on various accounts.
- Handling bank guarantees for various projects.
- Preparation of various MIS reports as per management need.
- Handling VAT & Zakat Compliances.
- Computation of Depreciation on Assets @ the year end.
- Verifying and posting capital entries.
- Verifying and posting accrued entries.
- Debtors handling with keen progress and the submission of aging for the same.
- Verifying Cash register with all payment & receipt vouchers.
- Assisting the team if any discrepancy towards any ledgers.

**Contd.....2..../-**

**Senior Accountant.**  
**Jan-2019 to Dec-2023.**  
**Imperial Holdings – Doha-Qatar.**

**Responsibilities:**

- Handling all receivables & payables.
- Handling debtors & collection reports.
- Handling payments in an organized and timely manner.
- Monthly Closing of Income Statement & Balance Sheet Finalization.
- Handling monthly bank reconciliation statements.
- Liaison with external auditors irrespective to the points @ the time of final audit.
- Preparing and analyzing of all expenses and updating ageing on weekly basis
- Handling petty cash accounts & book keeping.
- Handling of all sales & purchase report at the month end.
- Rectifying of employees settlement at the time of leave/cancellation.
- Rectifying of monthly payroll through WPS by rectifying and uploading SIF.
- Computation of depreciation on assets @ the year end and liaison with auditors on various accounts.
- Preparation of reports for various projects related to expenses and software developments.
- Handling bank guarantees for various projects.
- Preparation of various MIS reports as per management need.
- Project revenue and project developing with various aspects as per the client's need.
- Manage through Planning, analysis, design, development, testing, implementation & maintenance using SDLC.
- Production strategies including gathering & analyzing the requirements with high quality and low cost budget.

**Accountant.**

**Apr- 2017 to Dec-2018.**  
**M/s. Aswar Real Estate, Sharjah & Dubai, UAE.**

**Responsibilities:**

- Handling tenant accounts.
- Responsible for main cash/petty cash of the Real Estate.
- Handling municipality fees of the tenants.
- Preparing monthly Payroll statement.
- Allocation of indirect expenses & VAT.
- Inter company accounts allocations and separation of the commercial & residential revenues.
- Internal control on Accounts Dept. functions and liaison with outside auditors for yearly audits.
- Responsible for bank deposits.
- Follow up of tenants and reconciliation of their Accounts.
- Preparation of weekly vacant report and making weekly rent collection report as required by the management.
- Co-ordinate with Finance Manager for preparing yearly financial statement & Balance Sheet.
- Responsible for all payments such as Sub-Contractors, suppliers etc., related to real estate.
- Closing of monthly transactions with all payables & receivables.

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### **Accountant**

**January- 2012 to February-2017.**

**M/s. Water Seal Insulation Mat. Cont. Co LLC, Sharjah & Dubai, UAE.**

#### **Responsibilities:**

- Handled general accounting functions, completion and maintenance of general ledgers and financial reports, payroll and accounts payable processing and review.
- Creating and maintaining relevant financial records.
- Finalize Monthly Payables and Receivables.
- Preparing monthly sales and Payroll statement.
- Preparation of Bank Reconciliation Statement.
- Computation of depreciation charges on Fixed Assets.
- Follow up of Debtors and reconciliation of their Accounts.
- Preparation of Various Statements and Reports as required by the management.
- Liaison with Auditors, Prepare Yearly Financial statement & Balance Sheet.
- Closing of monthly transactions, preparing monthly sales, Payroll preparation and sending statements to Debtors etc.

### **Accountant**

**May-10 – Dec-11**

**Excel Security Systems, Hyderabad, India.**

#### **Responsibilities:**

- Control over all accounting and financial matters.
- Handling and maintaining accounts up to finalization.
- Preparation of year ending schedules and accounts for audit
- Reconciliation of: Bank, H.O, Branches, Debtors, Creditors.
- All kinds of bank transactions.
- Preparation of other financial reports as per top management instruction.

### **IT Skills**

- M.S. Office: Excel, Word & Power Point
- Tally, Oracle AP, Peachtree, Quick Books & Focus.
- Different ERP Modules

### **Personal Details**

Nationality : Indian  
Marital Status : Married.  
Iqama Status : Transferable Iqama.  
Driving License : Valid KSA Driving License.