

MOHAMMED RIDVAN

FINANCE & ADMINISTRATION PROFESSIONAL

+966 539733105 | ridvanvp25@gmail.com | Saudi Arabia | Linkedin: mohammedridvan

PROFESSIONAL SUMMARY

Finance & Administration Professional with 3+ years of experience in full-cycle accounting, financial reporting, and statutory compliance. Proven track record in managing accounts payable/receivable, budgeting, payroll processing, and internal audits. Proficient in Tally, QuickBooks, and SAP with strong analytical skills to drive financial accuracy and operational efficiency. Knowledgeable in VAT regulations and ZATCA (Zakat, Tax and Customs Authority) compliance requirements for Saudi Arabia. ACCA candidate with Applied Knowledge and Applied Skills completed.

EXPERIENCE

Operational Manager cum Accountant

Premium Classics Car Care | Kerala, India

May 2023 – Mar. 2025

- Managed end-to-end accounting operations including general ledger, accounts payable, accounts receivable, and payroll for automotive service business
- Prepared and analyzed monthly financial statements, profit and loss reports, and balance sheets ensuring 100% accuracy and regulatory compliance
- Conducted monthly bank reconciliations and maintained accurate cash flow records to optimize working capital
- Developed and monitored annual budgets and financial forecasts, identifying cost-saving opportunities resulting in improved profitability
- Processed vendor payments, managed supplier accounts, and negotiated payment terms to maintain positive vendor relationships
- Supervised invoicing, billing processes, and collections, reducing outstanding receivables by systematic follow-up
- Maintained inventory records and conducted periodic stock audits to ensure accurate valuation and prevent discrepancies
- Ensured compliance with Indian accounting standards, GST regulations, and internal financial policies
- Prepared comprehensive documentation for internal audits and management reviews
- Coordinated with external auditors and provided required financial documentation during statutory audits

Accountant

Drive Ventures Pre-Owned Cars | Kerala, India

Aug. 2022 – May 2023

- Maintained complete financial records, general ledger accounts, and prepared accurate financial statements in compliance with accounting standards
- Processed accounts payable and receivable transactions with attention to detail, ensuring timely payments and collections
- Performed daily bank reconciliations and monitored cash flow to maintain adequate liquidity
- Assisted in budget preparation, expense tracking, and variance analysis to support management decisions
- Conducted periodic internal audits and financial reviews to identify discrepancies and ensure data accuracy
- Prepared GST returns and maintained tax compliance documentation
- Generated financial reports for management review and strategic planning

EDUCATION AND CERTIFICATIONS

Bachelor of Commerce (B.Com)

Bharathiar University | 2018 – 2021

ACCA – Association of Chartered Certified Accountants

- Applied Knowledge Level – Completed
- Applied Skills Level – Completed
- Strategic Professional Level – Currently Pursuing

CORE COMPETENCIES

- Financial Reporting & Analysis
- General Ledger & Account Reconciliation
- Accounts Payable & Receivable Management
- Budgeting, Forecasting & Cost Control
- Payroll Processing & Administration
- GST, TDS & Tax Compliance
- Internal Audits & Financial Controls
- Cash Flow Management
- Inventory & Fixed Asset Accounting
- Month-End & Year-End Closing
- Vendor Management & Payment Processing
- Documentation & Record Keeping

TECHNICAL SKILLS

- **Accounting Software:** Tally ERP, QuickBooks, SAP
- **Tools:** Microsoft Excel (Advanced), Word, PowerPoint
- **Expertise:** Financial Statements, Trial Balance, Bank Reconciliation, Variance Analysis

KEY ACHIEVEMENTS

- Streamlined accounting processes reducing monthly closing time by maintaining systematic documentation
- Implemented effective vendor management system improving payment tracking and vendor relationships
- Enhanced financial reporting accuracy through rigorous reconciliation processes and internal controls
- Successfully managed financial operations during high-volume periods maintaining zero errors in statutory filings

LANGUAGES

- English (Professional)
- Hindi (Intermediate)
- Malayalam (Native)