

**Mohammed Saleem Kalangadan**

Accounting Professional with 7 years of experience

**SUMMARY****M.Com, B.Com**

**Profile** : Male, 30  
**Nationality** : Indian  
**Location** : Doha, QATAR  
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**Passport No** : N1846675

**OBJECTIVE**

To obtain a suitable position in a professional and dynamic organization which promises bright growth opportunities and to contribute the best of my ability for the development of the organization.

**CAREER SUMMARY**

- > Over 7 years of proven experience in the field of accounts & finance, (5 years of experience in QATAR).
- > Proficient in managing and developing financial reports and controls.
- > Expertise in identifying troublesome areas and implementing corrective measures.
- > Quite familiar with the major financial application software used in the industry.
- > Excellent communication skills in English language.

**EDUCATIONAL**

- > **Master of Commerce (Finance and Control)** with 1<sup>st</sup> Class from CMS College of Science and Commerce, Coimbatore, affiliated to Bharathiar University, Tamilnadu - INDIA.
- > **Bachelor of Commerce** from Mahatma Gandhi University, Kerala - INDIA.
- > **Diploma in Indian and foreign accounting.**

## AREAS OF EXPERTISE

- Financial Accounting & Management Accounting.
- Payroll Management.
- Dynacom, Tax Soft, E.R.P (Tally) & Peachtree Accounting Software.
- MS Office Applications (MS Excel, MS Word and Outlook Express).

## EXPERIENCE

### Advanced Tax Filing Center, Kerala – India

March 2018 to October 2018

My Role: **Tax Practitioner.**

Industry Type: Service.

Software: Taxsoft.

#### Work Profile:

- Maintaining Purchase & Sales report including Stock Register.
- Calculate the Sales Taxes and make payment on behalf of clients
- Provides full accounts related support to the clients
- Preparation of year ending Schedules and Accounts for Audit.

### Deco Project Trading, Doha – Qatar

June 2013 to Feb 2018

My Role: **Accountant.**

Industry Type: Trading and Contracting.

Software: Dynacom Accounting Software.

#### Work Profile:

- Verify the daybook, petty cashbook, ledgers etc...
- Control the daily transactions.
- Reconciliation of Bank Statements, Creditors and Debtors accounts.
- Maintaining of Payroll.
- Preparation of project invoices.
- Preparation of LC and LG
- Vouching of various books like Purchase book and landing cost calculation.
- Follow up of collection from various customers.
- Preparation of monthly reports.
- Preparation of year ending Schedules and Accounts for Audit.

**STONE GALLERY WLL, Doha - Qatar****November 2012 to June 2013**My Role: **Accountant.**

Industry Type: Supplier of natural stones.

Software : Tally Accounting Software.

**Work profile:**

- Manage Accounts Receivables and Payables.
- Prepare various documents such as Purchase Order, Invoices, Ledgers, Vouchers, Enquiries, Quotation, Stock register and Inventory Control.
- Manage payroll accounting
- Verifying and authorizing daily transactions including cash and bank.
- Giving financial reports to the Management as and when required.

**KALLIYATH CERAMIC CENTRE, Kerala - India****June 2009 to June 2010**My Role: **Asst. Accountant**

Industry Type : Ceramic Tiles and Sanitary items Trading.

Software : Tally Accounting Software.

**Work profile:**

- Journalize all the Transactions
- Book keeping
- Reconciliation of bank transactions
- Prepare required financial statements
- Help the management in making the various reports.

**REFERENCES**

Reference will be provided up on your request.

**DECLARATION**

I do hereby declare the above furnished details are true to the best of my knowledge and belief.

**Mohammed Saleem.K**