



KASIM MUHAMMED

Doha-Qatar

E-mail Add.: Kasimtp2011@gmail.com

Mobile No.: +974 70767399

OBJECTIVE:

To be able to find a career in accounting and finance or any related position which suit my educational background and work experiences. That will give me intensive exposure as well as expertise in my chosen field in order to developed and enhanced my acquired skills, knowledge, and ideas and for self-growth.

SUMMARY OF QUALIFICATIONS:

- ✚ Trust worthy and reliable confidential information.
- ✚ Responsible and committed on any assigned task.
- ✚ Good in English Communication Skills both Oral and Written.
- ✚ Adapt quickly to challenges and changing environment.

WORK EXPERIENCE:

- **I have been working for more than 5 year(s).**

- **New Ware Computer Services W.L.L (Doha, State of Qatar)**

Accounts Manager

February, 2017 to Present

- Prepare monthly reports, filing of different reports from different departments
- Monitor and keep records of employees attendance, vacations, training, medical care, social welfare and others
- Record Transactions in the Company's Financial Accounting Software –Tally, Microsoft.

- Negotiating and dealing with vendors regarding price quotations, invoices, official receipt for any purchases of company equipment's, machines, supplies and services availed and reports directly to the Finance & Administrative Manager for approval
- Prepares Bank Transfer Transactions to any Vendors (Domestic & International); Checks, Check Vouchers and support for payment of Companies expenses (Head Office) until to the issuance of checks.
- Making reconciliation report for Vendor Balances and Expense Accounts in a quarterly basis or as advice.
- Monitor and prepares monthly sales report and evaluation for marketing strategy.
- Maintains systematic and timely sending of reminders, collection letters and notices
- Responsible of collecting due and pass due accounts to every cooperative clients/members.
- Handling various IT Projects
- Processing payments through online and preparing cheques.
- Handling international & local suppliers, utilities.
- Handling cash flow by maintaining the details of funds transfer& reconciliation of bank accounts
- Prepared payroll and salary disbursements.
- Monitoring accounts payables and receivables in order to meet future cash requirements.
- Supported the management in decision making process by preparing periodical reports.
- Handling petty cash and cash collection.
- Preparing invoices and coordinating sales and distribution

COMFY BUSINESS HOSPITALITY

Accountant and Administration

November, 2015 – December, 2016

- Ensuring daily check in and check out details of guest
- Conduct accounting activities on day-to-day basis, and during monthly/ quarterly/ yearly closing.
- Perform Reconciliation : (Balance Sheet, Banks, Suppliers)
- Checking and auditing all types of payment to suppliers and employees
- Checking and arranging payments for the petty cash of PRO, HR and Operation Department
- Execution of Export Bills, Documentations and Freight Payment
- Responsible for recording and internal reporting of receivables, expenditure and revenue

- Daily reporting to Finance manager.
- Preparation of vouchers & bills
- Handling & Maintaining Books of Accounts, Purchase Ledger, Sales Ledger, Preparing Trading, Profit & Loss Account, Balance Sheet and Auditing.
- Monthly preparation of Receipt & Payment accounts, Bank Reconciliation Statements, Monthly calculation of average Due date of individual customers, Finalization of Accounts
- Engaged in preparation of Schedule, Time Budget and other works relating to the commencement of the audit engagement.
- Corresponding with external institutions such as Banks, Customers, Company Staff on matters such as balance conformation, representations, etc
- Prepared payroll and salary disbursements

STEPPING STONE CONSULTANCY **Accountant**

May 2014 – May, 2015

- Prepare and finalize VAT returns, CST, Service Tax and TDS return.
- Manage the basic accounting of all the company's transaction
- Verification of freight/custom duty/other expenses relating to sales and keeping a check on Debit/Credit Note for returns, as well as for commission/rebates /APD/ for agents/distributers
- Preparing various Reports: Audit Related, MIS based Reports, Collection Report and other Reports related to Credit Insurance on monthly/quarterly basis or as and when required and conducting variance analysis periodically or with budgeted amount
- Prepare audit strategy in consultation with client; audit planning, process and design
- Implement audit program with the onshore team and timely deliver
- Conducted variance analysis with the client for the figures in the financial statements
- Preparing audit programs in consultation with client
- Revenue audit of banks, statutory audit of banks, internal auditing
- Income tax returns of various clients
- Providing value addition to the clients
- Vouching and verification of purchase book, cash book, journal book

FINE FOOD MART CO.
Accountant

April, 2013 – March., 2014

- Analysis of company's receivable and payable
- Maintain ledger for sales and purchase
- Handling petty cash and preparation of collection report in daily basis.
- Preparation of vouchers & bills
- Execution of Export Bills, Documentations and Freight Payment.

- Responsible of collecting due and pass due accounts to every cooperative clients/members
- Responsible for recording and internal reporting of receivables, expenditure and revenue
- Independently handling of all jobs related to inventory and accounts

KEY RESPONSIBILITY & SKILLS:

- ✓ Highly organized, and be able to work positively and constructively within the pressurized environment.
- ✓ Ability to maintain effective working relationships, good communication and situation management skills.
- ✓ Strong computer skills for data entry and excellent knowledge of advanced MS Excel.
- ✓ Excellent with Tally ERP 9, Peachtree, Quick books, MAYOB and other financial software.
- ✓ Understands & speaks common Arabic language
- ✓ Hardworking to complete the tasks assigned to me.
- ✓ Highly motivated to work as a team.
- ✓ Highly boldness, fast learner, optimist & self-motivated
- ✓ Sincerity to the job and employer

EDUCATIONAL QUALIFICATIONS:

- BACHELOR OF COMMERCE (B.COM) (University of Calicut, Kerala India)
- HIGHER SECONDARY EDUCATION (Board of HSE Government of Kerala)
- SECONDARY SCHOOL LEAVING CERTIFICATE (Government of Kerala)

ADDITIONAL PROFESSIONAL QUALIFICATIONS:

- Diploma in computerized Accounting(Tally ERP 9 , Peachtree, Quick books, MYOB)
- MS Office (Certified by Microsoft)
- CAMS (Retail Management Software)
- PAX (Hotel Management Software)

LANGUAGES KNOWN:

TO Speak : English, Hindi and Malayalam (Understands & speaks common Arabic language)

TO Write : English, Hindi Malayalam and Arabic

PERSONAL DETAILS:

- Father's Name : Kunhammed Kodakkal
- Gender : Male
- Nationality : India
- Religion : Muslim
- Driving License : India
- Hobbies : Football, Reading, Browsing
- Date Of Birth : 17/03/1992
- Visa status : Transferable visa with NOC
- Passport number : M1120153

REFERENCE:

- Will be provided upon request

DECLARATION:

I hereby declare that all the information furnished above are true and correct according to The best of my knowledge and belief and that given a chance, I will strive hard to serve your Esteemed organization to the best of my ability.