



MOHAMED SABRAS KALIDEEN
CIMA (UK)
2 ½ Years Qatar Experience

Accountant

Doha, Qatar.
Transferable VISA with NOC.

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PROFILE

Highly qualified professional with over **5 Years (2 ½ Years in Qatar)** of professional experience in the field of Accounting, finance, Budgetary Analysis and etc.

Work experiences in different industries along with a strong education background have given me a wide scope of knowledge in the field of Accounting and Finance. I have been continuously helping the organizations with my innovative implementation in changing environments and to be able to constantly push myself to achieve excellence.

PROFESSIONAL QUALIFICATION



Chartered Institute of
Management Accountants

CIMA - Part Qualified

Chartered Institute of Management Accountants - UK

PROFESSIONAL EXPERIENCE



Al Zaman Exchange W.L.L. - Qatar
Accountant
March 2016 to September 2018

The work Experience

- Prepare and maintain the accounting system (revenues, invoices, payments, receipts, statement of accounts, petty cash, purchase orders, inventory, etc.).
- Prepare and reconcile the reports of the daily cash collection.
- Make deposits and deal with the bank where necessary.
- Support the operations in their daily cash collection and reporting system.
- Prepare management reports / revenue trend reports (monthly / yearly), budget, forecast, monthly financial statement, bank reconciliation, IFRS pack, etc.
- Keep updated books of accounts and do monthly closing as per the deadlines.

Resume Of Qualification

- Maintain the expenses within the budget and always analyze the trends as per the change in revenues.
- Prepare the invoices, PO, payments etc. Assist and support in quarterly revenue audits and for yearly financial audits.
- Manage the cash flows / follow up the receivables / make arrangement for payments.
- Suggests new practices to improve the audit and control of revenue generation.
- Monthly review of OH budget and make OH commentary for variance between actual vs budget.
- Conduct the profit and loss account review meeting for every month and sending the meeting minutes for the Head office.
- Preparation of overdue reconciliation after the payment allocated in the system by writing the proper commentary for disputed invoices.
- Sending reminder letters for the customers those who are overdue or not doing the payment within agreed time period.
- Cash/ Cheque collections, banking and lodgment of cash and cheque in to bank.
- Preparation of daily debtors ageing analysis based on system data.
- Performance of fixed assets cycle count according to the cycle count timetable without failure.
- Dealing with employees final settlements, gratuities, leave pays etc.
- Re responsible for full scope of work.
- Preparation of Bank and suppliers Reconciliation statements.

Nazeeha Construction (PVT) Ltd – Sri Lanka

Accountant - February 2013 - December 2015

The work Experience

- Preparation of monthly payroll.
- Involving in Accounts receivable –Posting the voucher in the system and organizing the collection for depositing at the bank.
- Preparation of monthly depreciation of Non –Current Assets.
- Prepared of financial and management reports on monthly basis.
- Involving of Petty cash management & approval of expenses.
- Maintenance of accounting data and reconciliation of relevant balances.
- Preparation of Bank and suppliers Reconciliation statements.
- Dealing with employees final settlements, gratuities, leave pays etc.

COMPUTER LITERACY

Expert in MS Office packages such as MS Excel and MS Word. Advance knowledge in **ERP Modules** and **Accounting Packages**.

SKILLS AND PERSONALITIES

- Problem solving and decision making skill
- Excellent inter-relation, communication and negotiation skills
- Analytical ability and numerical (mathematical) skill
- Consultancy Skill & high report writing skills
- Leadership Skills & Flexible person
- Good presentation skills, Quick learner and learning continuously
- Budgeting, Variance analysis, Costing, Cash forecasting, Feasibility study, etc.

PERSONAL INFORMATION

- Date of Birth : 1989-07-06
- Gender : Male
- Civil Status : Married
- Mobile : +974 30146632
- Passport No : N5967789
- Nationality : Sri Lankan

I would be pleased to give you any further information, if you are require.

Yours Faithfully.

Mohamed Sabras Kalideen