



Mohamed Sakkeeb cp

Doha-Qatar

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Career Objective

To achieve my ultimate potential in an innovative and commercial environment that fully utilizes my management qualifications, experience and creativity.

Educational Qualifications

Graduation	:	Bachelors of Commerce University of Calicut (April 2014)
HSE	:	Board of Kerala Examination (March 2011)

Technical Qualifications

- **DCA** (Diploma in Computer Application)
- **PDCFA** (Professional Diploma in Computerized Financial Accounting)

Computer proficiency

MS office & Excel, Internet, Tally, Peach tree

Language

- English, Malayalam, Arabic(Read & Write)

WORK EXPERIENCE

Duration: October 2018 to September 2019

Designation: **Junior Accountant**

Company Name: Al Afaq Gift Centre (Oman)

Company Industry: Gift items

Duties and Responsibilities:-

- Data entry including sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements.
- Receiving and processing all invoices, expense forms and requests for payments.

- Handling petty cash, preparing bills and receipts.
- Maintaining accounting records, making copies, filing documents, etc.
- Prepare, analyze and report weekly, monthly, quarterly gross margin analysis by brand by customer type
- Analyze cost accounting data and assist with cycle count/physical inventory
- Prepare detailed account analysis and reconcile sales, cost and inventory, liability accounts by customer type by division

Duration: August 2015 to August 2018

Designation: **Accountant**

Company Name: Surabhi Group of Companies

Company Industry: Shopping Mall & Hotel

Duties and Responsibilities:-

- Data entry including sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements.
- Receiving and processing all invoices, expense forms and requests for payments.
- Handling petty cash, preparing bills and receipts.
- Thorough with statutory compliance of deducted and collected taxes viz Service Tax, TDS.
- Knowledge of returns for e-TDS, Service Tax.
- Maintaining accounting records, making copies, filing documents, etc.
- Preparation of payroll and other allowances.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Completing financial reports on a regular basis and providing information to the finance team
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Prepares payments by verifying documentation, and requesting disbursements.
- Substantiates financial transactions by auditing documents.
- Entering financial information into appropriate software programs
- Verifying balances in account books and rectifying discrepancies
- Recording office expenditures and ensuring these expenses are within the set budget

Personal Information

- D.O.B & Age : 26th Nov 1993
- Marital status : Single
- Religion : Islam
- Nationality : Indian
- Passport No : **P2336449** (Valid until: 11th August 2026)
- Visa status : Visiting Visa (Work – Business visa)
- Availability : Immediate

Declaration

I hereby declare that the information's furnished above are true to the best of my Knowledge.

Place: Doha-Qatar

Date :

MOHAMED SAKKEEB CP