



RAIHAN MT
Doha-Qatar

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Career Objective

Seeking a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers an opportunity to enhance my professional skills while getting a high level of satisfaction and recognition.

Possesses more than 6 years of work experience including more than 1.5 years' experience in the Qatar in the area of accounts, especially in Accounts Finalization, Auditing, Financial Accounting, Costing, and Branch Accounting.

Professional and Audit Experience

- ❖ **Currently working as a Senior Accountant with Perfect Consultancy W.L.L located at Doha, Qatar, from 02.08.2016 to till the date.**

Job Responsibilities

- Adept in the accounting processes and systems, analysis and presentation of complex financial data to facilitate decision making
- Maintaining Construction Accounting using Timberline & customized accounting software; examining, analyzing, and interpreting accounting records to prepare statements and/or advise management
- Updating and monitoring PO Log, MIS reports and liaison with both internal & statutory auditors
- Preparing and reviewing accounting documents in order to help ensure client's financial success; interfacing with the client in order to better understand and resolve financial/accounting issues as well as build quality relationships.
- Maintaining monthly financials, Bank Reconciliation Statement, Party Reconciliation Statement, Fixed Assets register & Depreciation Schedule; preparing and auditing inter-company billing & revenue details
- Handling all vendors' invoices, payments and receivables.
- Preparing financial statement and verification with documents.
- Managing full set of accounts for monthly closing and reporting.
- Provide management over a portfolio of clients and deliver high quality audit and assurance service, including preparing and reviewing audit plans and work.
- Manages project financials, including budgets, WIPS, timely billing and collection and variance recognition. .
- Adept in providing the clients with insights on the business landscape and provide them with meaningful solutions and improvements of financial planning and stability.

- Well experienced in planning, organizing, executing and leading the various internal, statutory and managerial audits at many renowned organizations
- Eminent in presentation of periodical financial statements and other reports

❖ **Worked as an Accounts Manager of Mangattil Group Company located at Kerala India, from 01.04.2015 to 31.07.2016.**

Job Responsibilities

- Managing and oversee the daily operations of the accounting department.
- Maintains accounting controls by establishing a chart of accounts; defining accounting policies and procedures.
- MIS Report(Daily/Weekly/Monthly)
- Good knowledge in Statutory Compliance and Reporting
- Prepare quarterly Financial Management Reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Keeping Accounting Standards and conducting annual audit in time including inter companies.
- Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity etc.
- Monitor and analyses accounting data and produce financial reports or statements.
- Coordinate and complete annual audits.
- Petty cash management.
- Improve the systems and procedures and initiate corrective actions.
- Assign projects and direct staff to ensure compliance and accuracy.
- Excellent analytical, problem solving and decision making skills
- Maintain banking good relationships Facility (LC, OD, etc.)
- Create additional analyses and reports as requested by management.

❖ **Worked as an Audit Assistant as per Institute of Chartered Accountants of India (ICAI) Norms, with RGN PRICE & Co. Calicut, Kerala, and a leading Chartered Accountant Firm in India having head office at Chennai, from 28.02.2012 to 16.03.2015.**

Job Responsibilities

- Pivotal role in many internal audits, statutory audits and System review of companies in diversified sectors
- Ample experience in restructuring accounting systems and finalization of accounts as per statutory requirements
- Gained significant exposure in preparing and executing budgets as part of project reports for raising external finance
- Well knowledge in System implementation study, System review audit, Forensic audit, Internal audits, Consolidation and Compilation of financial statement as per reporting framework
- Sound knowledge in internal control and procedural aspect in public sector undertaking auditing
- Handled learning sessions for staff and co-articles in Company Law, Accounting Standards and Taxation matter.
- Planning and supervising financial, compliance and internal reviews/audits.
- Coordinates work with Risk, Legal & Compliance and other control-related activities and with others within Internal Audit
- Performs audit procedures to verify that controls are operating through testing, interviewing and other assessment techniques

- Provides advice on internal control and participates in enhancing internal audit standards and practices
- Prepares timely audit reports for executive management and the Board of Directors
- Analyses and concludes on effectiveness and efficiency of control environment and opportunities for improvement.
- Financial planning, report preparation and presentation of financials.

Qualifications

• PROFESSIONAL

Level	Institute	Year
C.A. Inter	The Institute of Chartered Accountants of India	2011
C.A. Foundation-CPT	The Institute of Chartered Accountants of India	2010

• ACADEMIC

Degree	Institute/university/Board	Year
B.Com.	Annamalai University	2014
Plus Two	Board of higher secondary examination Kerala	2009
S.S.L.C	Board of secondary examination Kerala	2007

Technical Exposure

- ✓ Working knowledge of Computerized Accounting .
- ✓ Working knowledge of various computer accounting packages like SAP, Tally,Quick Books etc.
- ✓ Professional working knowledge in Ms. Excel, Ms. Word and Ms. Powerpoint.

Personal Development

- ✓ Learned how to work in a Team and meet the Deadlines.
- ✓ Honed myself to be a Good Coordinator and Team Leader.
- ✓ Ability to work in challenging environment.
- ✓ Initiative and desire to excel
- ✓ Strong accounting and system knowledge
- ✓ Capability to supervise the work of others
- ✓ Proven track record of client service

Computer Knowledge

- ✓ Working in a fully computerised environment having Proficiency in MS-Office, Windows.
- ✓ Completed the Computer Training course conducted by the ICAI in 2011 at SIRC Calicut

Languages Known

English	: Speak, Read, Write
Malayalam	: Speak, Read, Write
Hindi	: Speak, Read, Write
Tamil	: Speak.

References can be furnished on request.

Personal Profile

Age & Date of Birth	:	15 th December 1992
Father's Name	:	MT KUNHAMMED
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Single
Religion & Caste	:	Islam, Muslim
Mother Tongue	:	Malayalam

DECLARATION

I, **RAIHAN MT**, do hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

Place: Doha
Date: 02.01.2018

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