

Mohamed Fayuras
Accountant,
Doha, Qatar
+974 30041932

To: The HR / Personal Manager

Dear Sir / Madam!

Application for the Post of Accountant

I am Mohamed Fayuras, (CA Inter, AAT(SL) Finalist-Association of Accounting Technicians of Sri Lanka), having **over 5 years of experience** with valid **Qatar Driving License** seeking a better Job opportunity in a well Reputed Firm, As yours to improve my career in the field of Accounting and Finance with my qualification and practical experience would helpful to a advancing my ability in future career with your firm.

I have excellent communication skills and good handiness in the Accounting packages as well as MS-Office package. I believe that I have Knowledge and Skills to Suit your organizational goal best as I can possible.

I am delighted to enclose my curriculum vitae which speak to my qualifications eligibility for the above post. I will be thanking full to you sir if you would kindly consider my application favorably and appoint me for the above post. I assure that will work my level best to your entire satisfaction, I could learn fast and contribute to success of your organization and very eager to render my service through your organization. I can be reached in confidence at the below telephone number or E-mail address at any time.

I do hope that an opportunity to further explain my suitability for the job will be given to me at interview.

Thank you,

Yours Faithfully,
Mohamed Fayuras

Mohamed Fayuras (CA Inter, AAT (SL)-Finalist) Accountant

Contact No: +974 30041932
E-mail: fairoosmfm@gmail.com
Location: Doha, Qatar
Visa Status: Visit Visa (Transferable)



PROFILE SUMMARY

As an accountant with over **05 years of experience** with the valid **Qatar Driving License**, I bring with me a keen ability to manage accounts and remove any discrepancies. Finalizations of the accounting statements are my forte and I am quite familiar with the major financial applications and software used in the industry. Team work and meticulousness help me solve problems easily.

CAREER OBJECTIVE

An enthusiastic hard working individual with a wide knowledge and experience in Management Information, Corporate Finance, Auditing and Taxation wanting to pursue a Career in the field of Finance in a Commercial Organization, which will provide me a clear path for growth

WORK EXPERIENCE – 05 YEARS+ (QATAR, UAE & SRI LANKA)

✓ **ACCOUNTANT (Reporting to Finance Manager)**
@ MOHD BIN GHALAITA GROUP DUBAI (Feb 2017 To Feb 2018)

Key Responsible Areas:

Daily Entries of Accounting Transactions to the System & Reconciliation

- Sales & Purchases
- Receivables & Payables
- Cash & Bank
- Journal Entries
- Documentation

Payroll Processing

- Preparation of Salary Statement
- WPS Processing
- Employees Settlements

Monthly Financial Budgets & Implementations

- Prepare monthly collections/purchase/expense budgets and follow ups
- Manage income and expenses as per the budget
- Monthly show room visits and verifications

Reports & Analysis

- Weekly & monthly cash reconciliation and approval
- Reconcile the Bank Statements
- Preparation of Monthly Financial Reports (Income Statement & Balance Sheet) with the related adjustments and documentation
- Stock reconciliations and Ageing reports
- Analysis of collections ageing and reports
- Internal Audits and closing of files



ACCOUNTANT (Reporting to Senior Accountant)
@ AL RAZI OPTICAL WLL QATAR (March 2013 to September 2016)

Key Responsibilities:

Petty Cash Management

- Handling the Liquid petty Cash for the Daily Operation
- All Petty cash payments reporting to the management in Monthly Basis

Reconciliation

- Reconciliation of all Bank Accounts
- Analysis with cash flow statement for arranging the fund for clearing the current & Post dated Cheques on time
- Submit the reconciliation report to the Management on Monthly Basis

Purchase Order/Approval

- Preparation of purchase order with respective item code, Cost Code
- Circulate the Purchase order to Management for the Approval

Accounts Payable

- Review and Approve the Supplier Invoices
- Reconciliation of Supplier Statement prior to payment runs
- Issuing the Cheques and Bank transfer after the payment approval.

Accounts Receivable

- Reviewing Sales invoices issuing by Commissioning and management team
Reviewing and Booking in cash book
- Allocation of collection against appropriate invoice
- Reconciliation of customer account and reporting the deficiencies on time

Month end Close/Year end Close/Finalization of Book

- Conduct financial reporting (Monthly & Yearly).
- Prepare the depreciation summary and Accumulate Depreciation for the Asset for the year
- Make sure that all Accumulate Depreciation is clearly debited in the Asset end of the year
- Reconciliation of all Bank Accounts and Credit card accounts.
- Reconciliation of all Balance sheet Items .Make sure the balance is verified.
- Make sure that all sales bills and Collections are booked and profit is certified. Compare the P&L Items with previous period properly
- Answering queries of internal & external auditors
- Manage and supervise all financial activities in the financial department.
- Prepare reports and information for General Manager, Finance Manager as requested, as well as other tasks assigned from time to time.

ACADEMIC QUALIFICATION

- **CA Inter**
- **Finalist of AAT (SL)**
- **Diploma in Computerized Accounting**
(MYOB, QUICK BOOK, TALLY, Peachtree)

SKILLS

- Having well proficiency in Tally ERP9, Peachtree and My Book ERP
- Tax accounting specialization (VAT)
- Fluency in MS Office – Word, Excel, Power point & Outlook.
- Analytical thinking planning.
- Accuracy and Attention to details.

EXTRA CURRICULAR ACTIVITIES

- Vice President of Al Hikma Social Development & Welfare Society
- Member of College Cricket Team.
- Participated in Leadership Training.

PERSONAL DETAILS

Name	-	M.F.M.Fayuras
Date of birth	-	31 st Jan 1991
Nationality	-	Sri Lankan
Marital Status	-	Single
Sex	-	Male
Passport No	-	N4625670
Email	-	fairroosmf@gmail.com
Languages	-	English, Sinhala & Tamil
Driving License	-	Qatar, Sri Lanka

Reference and Related documents available upon Request.