

Abdul Mubid Arakkal

Doha, Qatar

Nationality: Indian

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Summary

Finance and accounting expert with more than 7 years experience in Accounting sector and growth with development of short and long-term financial plans budgets and forecasts. Experienced in the daily operations of businesses along with managing staff to increase productivity in finance department. Instrumental in working with superiors and departments in order to manage financial and accounting procedures.

Education

Master of Business Administration - Anna University -India Graduated -2012 -

Specialized in Finance & Human Resources

Bachelor of Commerce - University of Calicut-India Graduated – 2009 Specialized in Accounting

Certification

Goods & Service Tax Practitioner-(GST-PCT-2) Issued by **Government of India**

Master of Business Administration (MBA)

Bachelor of Commerce (B.Com)

Employment History

Senior Accountant

July 2014 – December 2018

Focus Trading & Contracting W.L.L - Doha, Qatar

Preparing Accounts Statements with age analysis

Preparing and Processing Payroll and Transfer salaries to Employees Bank account through Wage Protection System (WPS)

Credit control –Debt follow up with customers and reporting

Assist with preparing Tax returns and co-operate reporting requirements

Analyzes financial information and summaries the financial status

Providing Reports to the management.

Preparation of Final Accounts & Annual External Audit

Accounts Receivables & Payables management

Conducted periodical Trial Balance & Profit & Loss Account

Preparing Financial Reports, Cash flow, bank reconciliation & other financial reports

Performed proper documentation of customers various documents

Follow up with customers for outstanding receivables

Audit Assistant

Ali Al Ansari & Mohammed Anwer Co (ACCA)- Doha, Qatar

September 2013 – April 2014

Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.

Verifies assets and liabilities by comparing items to documentation.

Completes audit work papers by documenting audit tests and findings.

Appraises adequacy of internal control systems by completing audit questionnaires.

Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.

Communicates audit findings by preparing a final report; discussing findings with auditees.

Complies with federal, state, and local security legal requirements by studying existing and new security legislation; enforcing adherence to requirements; advising management on needed actions.

Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

Accountant

02 Advertising - Kozhikode, Kerala-India

April 2012 – May 2013

Preparation of Trial Balance, Trading, Profit and Loss a/c, and Balance Sheet.

Preparation of Bank Reconciliation Statement.

Maintaining Banking Transaction and Post Dated Cheques.

Generation of Day Book, Bank Book, Ledger, Sales Register, Journal, Payment Vouchers, Receipt Vouchers, Debit Note and Credit Note.

Reporting to the Management regarding status of Accounts Receivables and Payables.

Maintain and verification of Petty cash with supporting documents.

Review daily cash sales according to the collected money and prepare daily Sales Report.

Preparation of Monthly Inventory Report.

Preparation of Sales and Purchase Returns.

Stock Transfer from one branch to another.

Stock Reconciliation if any discrepancy in physical stock.

Comparison of Physical stock with system current stock.

Preparation of Purchase Order, Delivery Note and Invoice.

Prepare weekly and monthly various reports like Local Purchase Report, Sales Return Report, and Inventory Movement Report etc.

Providing various Reports to General Manager and other Managers regarding the status of Stock, Sales and Purchases

Book Keeping

Professional Skills

Sage 50, Peachtree Accounting	Working Knowledge about Value Added Tax (VAT)
Tally Accounting	Cash Flow Management
Bank Dealings (L/C, Fund Transfer , Telex Transfer. etc)	Financial Reporting& Analysis
Payable & Receivable	Reconciliation of Accounts

Behavioral Competencies:

Strategic Planning & Thinking	Taking Initiative
Leadership	Interactive Communication
Partnering & Relationship Building	Time Management
Decision Making	Analytical mind to identify problems and implement effective solution.
Managing People	
Negotiation & Persuasion	

Languages

English: Fluent

Hindi: Fluent

Tamil: Fluent

Malayalam: Native

Arabic: Beginner

References : Available on Request