



MOHAMMAD SIYAB. A



Dubai-Al Nahda, UAE



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India

D.O.B

30-03-1991

Professional Summary

Efficient and proactive Accountant with Five years' experience in Handling business units' accounts activities, Well-versed in accounting & Tax regulations standard practices and confidentiality issues. Possess Masters in Commerce.



Work Experience

Cashier cum Branch Accountant –April-2018 to Nov-2022.

City Gold Group



Manglore-India

Key Responsibilities:-

- ✍ Post customer payments by recording cash, checks, and credit card transactions.
- ✍ Petty cash maintenance, petty cash voucher preparation.
- ✍ Generate weekly Aging Report and follow up with credit customers to collect the due.
- ✍ Perform and calculate commission for the sales team.
- ✍ Review supplier invoices, verify supplier payments with supporting invoices, LPOs, etc & disbursements of the payment.
- ✍ Process customer refunds.
- ✍ Maturing and clearing of PDC.
- ✍ Liaise with Internal and external audit team during audit.
- ✍ Liaise with Inventory team during inventory and prepare discrepancy report
- ✍ Monitor and administer customer accounts, investigate and resolve discrepancies and settle balances.
- ✍ Daily reconciliation Of Bank and Books.



Professional Skills

- ✚ Exceptional knowledge of mathematical concepts, accounting and finance topics, tax code, and banking principles.
- ✚ Excellent Word, Excel, Power point and dealing with Internet.
- ✚ Strong proficiency with Financial Tally ERP 9.
- ✚ Excellent communication skills
- ✚ Good at presentation.
- ✚ Excellent reporting skills.



Awards

- ✚ Won Best Outgoing student Award in the year 2012 from PACE, Centre for Management studies & Research.
- ✚ Won Best employee of the Month Award in the Year 2020.

Hobbies & Interests

- ✚ Socializing – Volunteer Work.
- ✚ Reading, Writing.
- ✚ Sports.
- ✚ Travelling.

Language Proficiency

- ✚ English-Fluent
- ✚ Hindi-Fluent
- ✚ Arabic-Intermediate
- ✚ Tamil-Fluent
- ✚ Malayalam-Fluent
- ✚ Kannada-Fluent
- ✚ Telugu-Intermediate

Other Information

- ✚ Marital Status: - Married.
- ✚ Visa Status: - Visit Visa (Expires on 08- Apr-23.
- ✚ Driving License: - Indian.

Accountant- Feb-2017 to Mar-2018.

Kerala Fuels-Kasargod, India

Key Responsibilities:-

- Preparation of and updating expenses cash book on a daily basis.
- Keeps ledgers of daily expenses.
- Maintains fixed assets register for all company's assets at the station.
- Prepare and develop budget for approval and control.
- Prepares and renders periodic reports as appropriate e.g. cash flow statement.
- Reconcile the accounts payable, accounts receivable, daily, weekly, and monthly deposits with station attendants.
- Preparation of income & expenses statement at the end of every month.
- Withdrawal, deposit and disbursement of fund to the appropriate units as directed.
- Ensuring that financial records are maintained in compliance with lawful and accepted procedures and policies of the company.



Educational Qualification

M.Com (Masters in Commerce):-Mangalore University, Konaje, Manglore- 2014

Bachelor of Commerce (B.COM):- Mangalore university, 2012.

Intermediate or Pre-University College (Commerce):-PU Board Karnataka-2009.

Declaration

I hereby declare that all the above information is correct and accurate.