



**MOHAMMAD VASIF**  
S/o  
Let. ZAHEER AHMAD

**Contact Information**

**Permanent Address:**

Village & Post Sirchandi  
Bhagwanpur  
Distt - Haridwar (U.K.),  
Pin-247661

**Mobile: - +971-568635199**

**E-Mail:**

**mohd786vasif@gmail.com**

**Personal Data:**

DOB : 05-07-1990  
Sex : Male  
Nationality : Indian  
Marital Status : Married

**PASSPORT DETAIL**

Passport No. :- L5435028  
Date Of Issue:- 11-Nov.-2013  
Date Of Expiry :- 10-Nov.-2023

**VISA DETAIL**

Employment Residence Visa

**Linguistic proficiency:**

English, Hindi, Urdu

**Hobbies:**

Interacting with people,  
Travelling, Help to Poor  
Person

**Current location:**

**Industrial Area – 6**  
**Sharjah U.A.E**

**RESUME**

**M.Com (Finance) With 8 Year Experience Accounting & Inventory Services**

**Career Objective:**

- Challenging assignments that shall yield the twin benefits of the job satisfaction and a steady paced professional growth.
- To achieve success and better growth opportunity with full equipped knowledge.

**Work Experience**

**1 Year** Working Experience of Accounting & Taxation at **VIVEK SUSHIL & Co. CHARTERD ACCOUNTANT**. Worked as Account Executive.

**2 Year** Working Experience of Accounting and Inventory at **SPEED LINE ROORKEE AUTHORIZE DISTRIBUTOR, OF LUMINOUS POWER TECHNOLOGIST**. Worked as Junior Accountant.

**2 Year** Working Experience of Accounting and Inventory at **MARKx INFRA HOMES PVT. LTD.** a Real Estate Company Worked as Junior Accountant.

**1 Year 4 Month** Working Experience of Accounting & Cashier at **AL-KHOR COASTAL PETROL STATION, Al-Khor Qatar** as Accountant & Cashier.

Currently working in **AL ARABAH METAL MOULDING & PUMPS FIX** as a Accountant. In Sharjah, U.A.E

**Education Qualification:**

Year	Degree/Qualification	University/Board
2013	M.Com (Finance) Correspondence	Sri Dev Suman University
2011	B.Com	H.N.B. Garhwal University
2008	Intermediate -Commerce	Uttarakhand Board
2006	High School	Uttarakhand Board

## **Job Description – Core Duties and Responsibilities;**

- Managing of invoicing, delivery orders, Account Receivables and Accounts payables.
- Manage the Invoice generation Operation & Credit Control.
- Ensure reconciliation of all sub ledgers & general ledger on regular basis.
- Check Monthly Bank Reconciliation Statements of all Bank accounts maintained; resolve any differences in a timely manner.
- Prepare regular reports and summaries of accounting activities.
- Maintained all aspects of finance, accounting and data processing for the company.
- Generated income statements and prepared balance sheets, general ledger, checks and reports.
- Preparation, validation and submission of quarterly VAT returns for the UAE entities, Handle VAT reporting (payables and receivables). Ensure collections and payments are done in line with UAE regulations
- Assisting qualified Accountants with audits.

## **Computer Proficiency;**

- **Proficient in Microsoft Office (Word, Excel and Power Point) Tally ERP 9, 9.0, PACT Revenue Accounting Software, Internet and all type computer work.**

## **Competencies;**

- **Ability to successfully manage and complete multiple responsibilities simultaneously**
- **Ability to communicate effectively both orally and in writing**
- **Ability to work accurately and maintain composure under pressure while meeting strict deadlines**
- **Ability to hard work with honesty**

## **Declaration;**

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place :Industrial Area 6, Sharjah (UAE)

Signature

