



# MOHAMEDU GANI MUTHALIF



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213012 DMCC , Dubai

## SKILLS

- Accounts Payable
- Accounts Receivable
- Bank account Reconciliation
- General ledger Accounting
- Budget Review
- Cash Flow
- Invoicing
- Petty Cash
- Bank & Cash Management
- Sales & Purchase
- VAT & Tax
- Forex Hedging
- Reporting
- Billing and Reconciliation
- Payroll
- Internal controls
- Statement Review
- Funds allocation

## EDUCATION

March 2004

**Madurai Kamaraj University |**  
Bachelor of Science: Computer  
Mathematics

- [\[Degree\]](#) Graduate (70 %)

## SOFTWARE

- Tally
- SAP
- SQL ERP
- MS Office

## SUMMARY

Finance and accounting expert with more than 15 years' experience in business development and growth with development of short and long-term financial plans budgets and forecasts for companies. Experienced in the daily operations of businesses along with managing staff to increase productivity and compliance. Instrumental in working with superiors and departments in order to manage financial and accounting procedures.

## CAREER SUMMARY

### Senior Accountant

*10/2021 - Current*

**Travel Destination Online | Dubai, UAE**

- Oversaw general ledgers, Accounts Receivable and Payable, Payroll processing and reporting for streamlined accounting.
- Reconciled accounts, internal variances and discrepancies with vendors and customers.
- Oversaw reporting and documentation functions covering budget administration, sales tracking and related areas to relay current status to executives.
- Approved cash disbursements by verifying check amounts against invoices and authorized cheques and wire transfers.
- Updated accounting journals and company general ledgers to be prepared for distribution to executives upon request.
- Managed the preparation of Supplier Payments, Petty cash and Fund Flow Statement
- Manage accounting assistants and bookkeepers.
- Preparation of Weekly and monthly cash flow budget
- Manages A/P, A/R relationship with third party vendors and customers Summarizes financial status by collecting information and preparing cash Flow budget
- Perform weekly and monthly bank reconciliation and Statement
- Support month -end and year-end close process
- Managing income and expenditure accounts
- Posted accounts Payable & Receivable payments made by cash, cheque or credit card payments.
- Supported annual audits by providing information and answers to auditors to facilitate passing audit results.

## LANGUAGES

English: First Language

Tamil: C2

Proficient

Malayalam: B1

Intermediate

Hindi: B1

Intermediate

## PERSONAL DETAILS

- DOB: 06 April 1984
- Nationality: India
- Passport Number: M 8861244
- Passport Expiry: 11 May 2025
- Visa: Employment
- Material Status: Married
- Address: DMCC, Dubai

## AWARDS

- Best Employee - Year'2012  
Experience Award - 15  
Years
- Sincerity Award Year  
2012(Finance)

## CORE SKILLS

- General ledger Accounting
- Financial Analysis
- Budgeting and Forecasting
- Auditing
- Inventory Management
- Expense Reporting
- Month end Accounting
- Leadership
- Customer Service
- Time Management
- Problem - Solving
- Communication Skills
- Team Work
- Work under pressure

## Treasury Accountant

10/2012 - 08/2021

Shan Poonam Metals Sdn Bhd | Pulau Pinang, Malaysia

- Performed general ledger account reconciliations, generated financial statements and created consolidations.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Verify, allocate, post, and reconcile accounts payable & Receivable
- Posted accounts Payable & Receivable payments made by cash, cheque or credit card payments.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Worked with financial team to convert financial department to Zero accounting package.
- Communicated with senior management on status of capital appropriations budget.
- Payment Receives, issues payments and deposits all cheques collected from debtors
- Bank facilities such as Forex, BA, Bank Guarantee, LC and all kind of Loans on weekly basis
- Intercompany Reconciliation Weekly/monthly basis
- Generated quarterly financial reports to detail company revenues and expenses.
- Investigated and resolved discrepancies in monthly bank accounts ahead of tight deadlines
- Support Digital filing of supporting documentation for all accounting entries and reconciliation
- Assist with VAT audits and VAT returns quarterly
- Support with year-end audit process maintain General ledger, Accounts Receivable and Payables

## Accountant

11/2005 - 09/2012

Purshothams N-Ferrous Sdn bhd | Pulau Pinang, Malaysia

- Accounts Payable & Receivable
- Manage Cash & Bank
- Invoice Booking and Payments Through SAP
- Reconciled bank accounts and credit card statements to address financial expenditures.
- Daily application of cash receipts and account reconciliation of all customers
- Reconciling the company's bank Statements and Bookkeeping ledgers
- Claiming the Petty Cash Reimbursement on weekly/Monthly
- Managed the reconciliation of cash books, ledger, and stock registers
- Daily Filing all related finance documents
- Open and track customer and vendor payments