



## MAHAMMAD FAROOK THINGALADY

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### Objective

To belong and become valuable asset with high profession ethic in the organization which can provide an environment for value, professionalism with an opportunity for personal & professional growth.

### Educational Profile

#### Under graduation:

- **Bachelor of Commerce (B.com)** graduation at St.Philomena College, Puttur under Mangalore University (India).
- **ICWA – Inter(not completed)**, Bangalore, Karnataka

#### Achievements:

**I have completed IBPS banking exam in the year 2012, and selected nationalized banking jobs in India.**

### Professional Experience



#### **FANCY TRAVELS LLC- DUBAI (2020-TILL DATE)**

#### **Job Role: Accountant**

- Assists in developing and implementing accounting procedures by analyzing current procedures; recommending changes
- Perform financial analysis of the balance sheet and P&L
- Prepare and analyze journal entries, monthly, quarterly and year-end closings, bank reconciliation, fixed asset maintenance and general ledger reconciliation
- Prepare and review monthly journal entries and account reconciliations
- Assist that the T&E policy is accurate and up to date
- Experience of Account Payable, Accounts receivable and/or general ledger activities
- Checks the expenses have been coded to correct expense type, no duplicate amounts, have appropriate supporting documents and comply with VAT requirements (if applicable)

**ACCOUNTANT-REAL ESTATE**

- Responds to and resolves issues and requests from management teams and clients regarding various accounting issues and reports, including Profit and Loss statements
- Prepare monthly work papers for designated properties for audit and tax purposes
- Reconcile and balance accounts
- Provides financial and technical support to management
- Cash management operations including creation and input of forecast data in cash management system and responsibility for cash positioning
- Assist in budgeting, re-forecasting, reconciliations etc
- Responsibility to collect outstanding balance from tenants
- Preparing building wise P&L to renew the contract yearly wise.
- Handle the cheque deposit, bounced check and returned cheque procedure
- Day to day expenses posting to the ERP system
- Staff salary posting to the bank
- Handling all staff visa and other documentation processes.
- Handling DM municipality issues solving, Vehicle renewing process, Trade License renewing process and other related to the company works



**SHARAN GROUP OF COMPANIES-SHARJAH –U.A.E.(2017-2019)**

**Job Role: Administration/Accountant**

- Prepare & Maintain Journal entries & Review all daily transactions are properly posted into respective accounts/ledgers
- Prepare and review Quotation, LPO, Invoices, Receipts, Payments, Bank Deposits, Vouchers and other accounting documents
- Monitoring & controlling Cash & Cash equivalent transactions and maintain liquidity
- Periodically Updating ageing reports of debtors , creditors & Outstanding for coordinating collection & Payments
- Periodically analyze & reconcile Intercompany Accounts, Customers & Suppliers, Multiple Bank Accounts & Outstanding
- Monitor Inventory and perform inventory management and review stock verification by maintaining Stock register
- Manage employee related calculations including Pay roll , Gratuity, Leave salary, Bonus & other staff related benefits
- I dealt with the monthly payments of more than 180 workers salary(including suppliers).
- Prepare, analyze, and distribute periodical financial statements includes Trial balance, P&L, B/S , Cash Flows & other MIS reports as management required
- Manage Fixed Asset transactions & Maintain accurate Fixed Asset Register
- Liaison with clients, auditors, Bankers & other associates
- Assist with the Internal & External Auditors during audit period and prepare Audit Schedule

**ADDITIONAL DUTIES:**

- Performance of worker visa, LC, medical and EID and other related job of workers visa.

- Making company vehicle insurance and Mulkiya and other related works of vehicle insurance and claims..
- Focusing on workers payroll,absent report, tools inventory and other related job of workers.
- Workers Documents reporting to client company for works approval and Safety Induction.
- Perform other responsibilities as assigned by the management.

### **Tax Coordinator(in both company):**

- Filing Vat return and Maintain VAT payments & support VAT implementations
- Preparing Tax invoices and submitting to our clients on work basis.
- Maintaining proper records of VAT filing.
- Tax Auditing quarterly and yearly.
- Reconciling Tax invoices both Purchase and Sales invoices.
- Maintaining proper books of accounts.
- Role to focus to avoid Tax penalty.



**CATTY MEDIA- SHARJAH,U.A.E (2016-2017)**

### **Marketing executive and**

### **Accountant Marketing executive**

#### **duties:**

- Coordinating advertising campaigns and ensuring they are completed on time and within budget
- Identifying the target audience.
- Meeting with clients and understanding their needs, aims and objectives
- Presenting solutions, propositions and ideas to clients.
- Managing campaign work of various clients.
- Liaising closely with advertising agencies.
- Billing and invoicing clients.
- Identifying potential new clients.
- Keeping client records up to date and accurate.
- Working closely with advertising agencies.
- Closing deals with clients.
- Advising clients on branding, product development and pricing strategy.
- Thinking up of headlines and designing logos.
- Reporting regularly to senior manager on progress or problems.
- Reminding advertisers and printers of deadlines.
- Encouraging clients to be consistent in their advertising.

- Evaluating media choices.
- Identifying business trends and opportunities.
- Understanding consumer psychology.
- Creating innovative adverts.
- Strong presentation skills.

### **Accounting Duties:**

- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Preparation and input of month end journal vouchers.
- Inputting, matching, batching and coding of invoices.
- Debtor and Creditor reconciliations.
- Preparation of various reports for senior managers.
- Responsible for financial accounts including budgets and cash-flow.
- Conducting regular business reviews of financial performance.
- Proactively identifying business improvement opportunities.
- Preparation of weekly, bi-weekly and monthly invoices.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Perform other responsibilities as assigned by the management.



**LIVIN INFRASTRUCTURE(MANGALORE,INDIA) since 2013-2016**

### **Job Role: Company Senior Accountant (3years)**

#### **Roles and Responsibility:-**

Supervision and Execution with Planning, Monitoring for various side activities.

- Coordination with Client, Sub Contractors and with other agencies involved in project.
- Preparing tax invoice bills to a client under completion of work wise.
- Collecting payments and submitting receipts to the clients.
- Monitoring tax return filing, preparing and submitting tax details yearly to the auditor office.
- Keep record of daily bank transfer to / from Concept
- Supporting hand for MIS Data Report.
- Preparation of month-end Closing Report
- Ledger Scrutiny
- Responsible to be a part of MIS Preparation
- Proper validation of all the vouchers and to educate the team members regarding errors
- Provide quarterly declaration to bank on stocks and debtors
- Scrutinize Trial Balance / General Ledger entries
- Monthly provision , adjustments of prepayments

#### **Achievements:-**

- I have recovered outstanding debts from clients.
- I was in charge of the reconciliations for 8 large bank accounts.
- I was in charge the company petty cash during my tenure.
- I dealt with the weekly payments of 200 workers (including suppliers).

## Technical Skills and other skills

- Tally ERP software
- ATM Travel agency accounting software
- Sage 50
- Advanced MS Office.
- Confident to do any accounting software.

## Key Skills

- Good Mathematical skills
- Knowledge about UAE VAT.
- Knowledge of Accounts Payable & Receivable processes and procedures.
- Experience in using SAGE 50, TALLY ERP 9 and Prime and other similar accounting systems.
- Strong Excel skills.
- Active listener
- Team player
- Confident
- Quick learner

## Personal Attributes

- Good communication, planning and organizational skills
- Self motivator and the ability to motivate others.
- Keeping up to date with company best practice
- Able to work on own self initiative as well as being a team player.

## Personal details

Father Name:	Late Ibrahim T.A
Mother name:	Zubaida
Marital Status:	Married
DOB:	28 Aug 1991.
License:	Valid Indian Driving License.
Nationality:	Indian.
Language Known:	English, Hindi, Kannada, Malayalam, Tamil.
Hobbies:	Reading, Chatting, Sports, Browsing, Singing, Swimming etc

## Reference

Available on request.