



MOHAMED ATHEEF. MJ

REMITTANCE OFFICER

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Dubai, United Arab Emirates.

PERSONAL INFORMATION

Date of Birth: 09th October 1997

Nationality: Sri Lankan

Visa Status: Employment

Marital Status: Single

ABOUT ME

An accomplished accounting professional with over five years of experience in clinic management, international trade, and retail. I specialize in financial analysis, budgeting, and process optimization. I am eager to transition my expertise into the banking or exchange sector, where I can leverage my financial acumen, customer service experience, and commitment to accuracy to support institutional success.

WORK EXPERIENCE

INSTITUTE OF ROYAL AESTHETIC POLYCLINIC (Jumeirah, Dubai, UAE)

November 2023 - Present

Accountant cum Administrator

- Ensured 100% accuracy and compliance in daily journal entries, payments, and LPO postings within the accounting system, contributing to a streamlined financial operation.
- Successfully resolved discrepancies in monthly reconciliations for suppliers, customers, vendors, and inter-company accounts, ensuring financial integrity and fostering strong business relationships.
- Facilitated accurate financial reporting by preparing timely monthly closing entries and schedules, supporting error-free group consolidation processes.
- Optimized treasury operations by efficiently sourcing suppliers, negotiating favorable credit terms, and ensuring on-time deliveries, reducing operational costs by 25%.
- Achieved precise petty cash management with consistent transaction recording and regular reconciliations, ensuring transparency and accountability.
- Improved cash flow management by generating and dispatching tax invoices promptly, monitoring receivables, and effectively reducing outstanding client balances.
- Processed payroll with 100% accuracy, including overtime and reimbursements, in strict adherence to UAE labor standards, ensuring employee satisfaction.
- Prepared comprehensive financial statements (Profit & Loss, Balance Sheet, and Cash Flow reports) and enhanced reporting efficiency by leveraging advanced Excel skills (Pivot Tables, VLOOKUP), resulting in faster data processing and clearer insights for decision-making.
- Streamlined financial processes through effective utilization of EMR and Accounting systems, contributing to a 15% reduction in process time.
- Supported smooth office and financial department operations by effectively handling additional administrative tasks, contributing to overall operational efficiency.

MAKAIZTANZ LTD (Dar Es Salam, Tanzania)

September 2022 - March 2023

Cost Accountant cum Administrator

- Optimized procurement costs by efficiently sourcing suppliers for the local purchase of live goats, ensuring the best price-quality ratio and reducing overall purchasing expenses.
- Expanded revenue streams by successfully identifying and securing customers in the Gulf region for meat export, contributing to a significant increase in international sales.
- Ensured compliance and efficiency in record-keeping by maintaining and distributing essential accounting documents and certificates (e.g., health certificates, halal certificates, meat board licenses, transport papers), facilitating smooth operations and adherence to regulatory standards.

MAKAIZ INTERNATIONAL PVT LTD (Sri Lanka)

January 2020 - September 2022

Management Accountant

- Ensured seamless import operations by effectively coordinating with the IRD of Sri Lanka, customs departments, international shipping companies, customs clearing agents, and local transport providers, resulting in timely and failure-free imports.
- Accurately managed investor accounts, ensuring precise profit-sharing calculations and fostering strong relationships with local investors, contributing to sustained investor confidence and trust.
- Optimized international transaction processes by liaising with local banks to streamline USD transactions (T/T, LC and etc..) for imports, reducing processing times and improving cash flow management.
- Maintained organized office records by implementing a structured filing system, ensuring easy access, compliance with company policies, and supporting efficient audits.
- Reduced operational costs by managing office supplies and equipment procurement, ensuring timely orders and cost-efficient purchasing decisions, leading to a 30% reduction in overhead expenses.

F J MANAGEMENT SERVICES (Sri Lanka)

June 2019 - December 2019

Audit and Accounts Trainee

- Assisted in preparing and reviewing financial statements, ensuring compliance with accounting standards.
- Conducted account reconciliations and identified discrepancies to support accurate financial reporting.
- Supported internal audits by testing controls and verifying compliance with regulations.
- Participated in preparing tax returns, contributing to accurate and timely submissions.
- Maintained organized audit documentation, facilitating smooth audit processes.

KABEER HOTEL AND BAKERY (Sri Lanka)

January 2017 - June 2019

Sales Executive cum Cashier (Part Time)

- Handled sales transactions efficiently, ensuring accurate cash management and providing best customer service.
- Promoted products to customers, driving sales and contributing to achieving store sales targets.
- Maintained organized records of daily transactions, ensuring accurate reporting and smooth end-of-day reconciliations.

EDUCATION

SRI LANKAN INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION (SLIATE) (Sri Lanka)

Bachelors of Commerce - Accountancy

- Graduated with Maximum SGPA of **3.61** including “**A**” grades in Financial Management, Computer Based Accounting, Project Management, Business System, Introduction to Computer, Business and Corporate Law, and Business Communication.
- Had been performed as a batch coordinator during entire academic period.
- Participated, organized and performed in multiple cultural programs and events.

SKILLS

- Advanced Excel: PivotTable, LOOKUP, VLOOKUP
- Accounting software: QuickBooks, Tally, Peachtree.
- Payroll handling and WPS
- Cost Accounting: ABC Costing and Absorption
- Internal Auditing
- Analytical and Critical Thinking
- Information Communication Technology
- Communication Skills

LANGUAGES

- English - Advanced
- Tamil - Native
- Arabic - Basic
- Sinhala - Advanced