



MOHAMED ABIDEEN

ACCOUNTS MANAGER



Expertise

Book Keeping	<div><div></div></div>	Administrating pay-roll	<div><div></div></div>
Financial Reporting	<div><div></div></div>	Budgeting & Taxes	<div><div></div></div>
Inventory Management	<div><div></div></div>	Cost Analysis	<div><div></div></div>
Financial Planning & Analysis	<div><div></div></div>	Export Documentation	<div><div></div></div>

Experience

September 2019 – September 2021

Accounts Manager

Tasneem Shipping and Logistics Pvt. Ltd., Chennai-06, India

- ▶ Maintaining overall accounts system by weekly assessment through **Tally Prime**. Assisting accounts staffs for preparing proper **balance sheet** and explaining **legal terms**. And follow up regarding **GST** report Fillings
- ▶ Managing the department, helping to **hire and terminate** low-level accountants by evaluating their performances. Organizing meeting within accounts team to clarify doubts and encourage to work faster and skillfully under any circumstances
- ▶ Following up with prospects several times throughout the sales cycle to ensure needs are being met. Compiling and analyzing data to find **trends**. Developing **sales strategies** and setting quotas
- ▶ Reconciling **financial discrepancies** by collecting and analyzing account information & maintaining financial security by following internal controls. Specialize in audit, general ledger reconciliation, management consultancy, recovery, forensic accountancy, taxation, assurance and corporate finance
- ▶ Additionally supporting on **documentation** for Export & Import shipment for countries like Dubai, Singapore, Malaysia, Qatar, Bahrain, China, and Thailand. Maintaining separate accounts as **SOA** for export & import shipments
- ▶ Analysing of market data and user traffic to **maximize profit** in collaboration with internal teams (e.g. Marketing, Product, Technical Assistance). Face to face **meeting with board of directors** to analyse with them presentations about their performance and set up the strategy for the following quarters
- ▶ **Key Achievements:**
 - **Implemented** regular workflow monitoring procedures that helped reduce month-end close time by **30%**
 - **Reduced** company expenditures by **20%** by consistently detecting potential cost savings
 - **Achieved 25%** growth in account's revenue and **15%** profitability improvement
 - **Awarded** best employee for last quarter in financial year 2020-2021 & for first quarter in financial year 2021-2022

Objective

To be a part and contribute to society from my practical experience and theoretical knowledge by enhancing skills with opportunities to grow.

Contact

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Email

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Address

Ayal Nasar, Deira, Dubai.

Other Details

Date of Birth : 03-11-1994
Nationality : Indian
Passport No : M1127304
Languages known : English, Arabic
& Tamil
Marital Status : Married
Visa Details : Visit

July 2018 – August 2019

Executive Accountant & ERP-Software Trainer BlueBharath Exim Private Limited, Chennai-08, India.

- ▶ Reviewing the departmental **budgets** and make changes based on the company's overall budget projections
- ▶ Ensuring that all taxes are **paid on time** through awareness of what kind of tax forms to file and when to file. Building long-lasting & mutual beneficial relationships with **external contacts and internal departments** to create a better customer experience
- ▶ **Coordinating** business transactions involving exporting goods to foreign countries such as Singapore, Dubai, Brunei, Malaysia, Korea, Kuwait and some more
- ▶ Preparing export documents from invoice to SDF form & providing **financial advice** to clients' that range from **multinational business**. Carrying out all **legal requirements** as per the excise and government rules
- ▶ By side training students from various colleges for their internship program based on **ERP** software named (B-Accuracy) and Monitoring, reviewing their project works upon proper guides. **Trained** over 200 students on how to start and do export & import business and become a successful for entrepreneur.

January 2018 – June 2018

Accountant Index Universe, Chennai-01, India.

- ▶ Preparing **financial reports** regarding revenues, expenses, assets and liabilities for internal use by staff and to meet requirements by the government, shareholder and other external entities
- ▶ **Specialize** in audit, general ledger reconciliation, management consultancy, recovery, forensic accountancy, taxation, assurance and corporate finance
- ▶ **Summarizes** current **financial status** by collecting information, preparing balance sheet, profit and loss statement
- ▶ Maintaining **accounting controls** by preparing and recommending policies and procedures
- ▶ Compiling and presenting reports, budgets, **business plans**, commentaries

Qualification

- 2016-2017 ▶ Master in Islamic Finance Practice (**MIFP**)
INCEIF, The global University in Islamic Finance,
Petaling Jaya, Malaysia.
- 2012-2015 ▶ Bachelor of Business Administration (**B.B.A**)
University of Madras,
Chennai, India
- 2012-2015 ▶ Bachelor of Arts in Islamic Studies (**B.A**) **I.S.**
B.S. Abdur Rahman University,
Chennai, India