

MOHAMED THAIYUB RAHMAN

Administrative &
Finance



Personal Info

 **Tourist club Area -
Abudhabi**

 **0508230260**

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 **Visit Visa Valid till 10th
May 2022**

Date of birth

02nd July 1988

Profile:

- 10+ Years experienced in handling finance, administrative, internal auditor responsibilities in India,UAE,Qatar& Saudi Arabia
- Professionally Qualified with Master of Business Administration (M.B.A) & A Graduate in Business Administration (B.B.A)
- Expertise in accounting software Microsoft Navision ERP, Tally, Quick Book, HRM, Focus& MS Office Applications.
- Have detailed knowledge of accounting procedures, finance management, financial forecasting, budgeting, planning, administrative procedures.
- Possess excellent analytical, management, administration & problem-solving skills.
- Honors Diploma in Computer Applications.
- Ability to handle both, the internal activities of an organization as well as the external dealings with customers, vendors, government bodies, etc.
- Energetic and capable of working independently and a good deal of autonomy.
- Have excellent time management skills & can meet the deadlines without compromising on quality.
- Excellent communication & interpersonal skills.
- Highly attentive to details and can work under pressure & meet deadlines.

Experience

019-2021 **Head of Administrative & Project Accountant**
V Mabs Private ltd

- Administrative & Accountant Expertise in Tally/Microsoft Navision ERP / Quick Book
- for all the modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger Expertise in monthly job analysis
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement Credit control and collection of accounts payables, receivables and reporting to management Received and recorded invoices and arranged payments.
- Prepare daily cash summary.
- Prepare financial statements and debtors listings Check customers. Prepare and executive of VAT & GST and Government Authority of India.



Education

2008-2010

Anna University of India at
Thirunelveli -Master of
BusinessAdministration
(M.B.A)

2005-2008

Bharadhidasan University of
India at Trichy – Bachelor of
BusinessAdministration
(B.B.A)

Skills

Microsoft Dynamics Navision

Advanced Quick Books &
Delta

Advanced Tally

Advanced
MS Office Applications

Advanced HRM

Focus Accounting Software

- Entering the petty cash related business data into accounting system used by the organization

2014- 2018 **Head of Administrative & Project Accountant**

FCC Aqualia S.A Riyadh-KSA

- Effectively communicate with Project Managers (PM) and Principals-in-Charge (PIC), regarding contract documents, change orders and other contract modifications, approvals, and any additional services-related to billing.
- Prepare final invoice package containing draft and final invoices for all billable projects, including all applicable backup for approval by the Accounting Supervisor.
- Mail final invoices file consultant and client invoice copies in the billing folder.
- Assess and pursue opportunities for maximization of client billing; communicate with the Accounting Supervisor, as to your observations and actions taken.
- Research any unbilled issues to optimize the billing possibilities for the billing period.
- Maintain the billing folders for all projects, with all the appropriate documents, including expenses, consultant invoices, and monthly invoices, in accordance with standard procedures.
- Provide the accounts payables team member with advice on client billing, relative to consultant invoicing and reimbursable expenses. It is expected that the Biller maintain a continuous line of communication to clear any open issues.
- Work with the cash receipts team member to reconcile variances that occur in the application of cash.
- Generate and distribute bi-monthly receivables reports and monthly profitability reports.
- Set up new projects, make transfers of employee billable hours and/or expenses, and open and close time classes in company system.
- Write off any uncollectible receivables, labor or expenses, as directed by the PIC.
- Review weekly time sheets, along with the accounting group.

Handled
Government
Projects in KSA

Handled
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Projects in KSA

- 1.Riyadh Metro Projects
- 2.Water Leakage Projects
- 3.O&M Projects - Riyadh
- 4.Sewage Water Treatment Projects-Makkah ,KSA

References

Mr.Fransisco Javier Esteve Gonzalez- MENA Admin & Finance Manager group of FCC Spanish companies.

Mr.AnasAkefShammout – Finance Team head of FCC Aqualia

Mr.KaderMohaideen – Managing Director of Golden Corner transport Co.

- Monthly analyze the P & L accounts monthly, as assigned by the Accounting Supervisor.
- Prepare balance sheet account reconcilements, as directed by the Accounting Supervisor.
- Recommend and implement agreed process improvements to the billing cycle.
- Prepare special project analyses for the PICs, PMs and others.
- Prepare local property and business tax returns.
- Provide year-end support of auditor requirements, which may include research and reconciliation.
- Perform additional assignments, as directed by the Accounting Supervisor.
- Communicate and coordinate with the local offices.
- Prepare and executive of VAT and General Authority of Zakat & Tax (GAZT)

Accountant

2013-2014 Al million Group of companies WLL Doha-Qatar

- Enhanced the credibility of finance function by generating accurate and timely MIS Reports like Profit & Loss Account, Balance Sheet
- Expertise in Tally/Microsoft Navision ERP / Quick Book for all the modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger
- Expertise in monthly job analysis
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
- Well versed in preparation of department wise Monthly Collection Report.
- Expertise in reconciliation of receivable & payables with their respective statements
- Manage the Invoice generation Operation & Credit Control.
- Manage the preparation of the company's budget
- Supervise & coordinate in petty cash activities for the company.
- Prepare daily cash summary.

Admin & Accountant General

Golden Corner General Transport LLC -Abudhabi,

Finance & Accounts Experience:

- Enhanced the credibility of finance function by generating accurate and timely MIS Reports like Profit & Loss Account, Balance Sheet
- Expertise in Tally/Microsoft Navision ERP for all the modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger
- Expertise in monthly job analysis
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
- GL reconciliation activities as per company policies and procedures.
- Reconciliation of fixed Asset with GL
- Expertise in managing the Fund Management
- Experienced in preparation of monthly Bank Reconciliation statement
- Well versed in preparation of department wise Monthly Collection Report.

2010-2011

ACCOUNT EXECUTIVE

ATI Paper Manufacturing Company – Chennai, India

- Key responsibility is to work on Accounts payables and receivable, preparation of P&L account and Balance sheet.
- Have extensively worked on Bank reconciliation statement verification.
- Held responsibility for bank and cash book maintenance.
- Managed vendor accounts, generating weekly on demand cheques.
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
- Delivery Note, Purchase Order, Invoice, Enquiry Preparation.
- Document Controller