

CURRICULUM VITAE

SHEIKH MOHAMMED RAYYAN

Abu Dhabi

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CARRER SUMMARY

- ❖ Overall 9+ years of experience as a Accountant and over 6 years of GCC Experience
- ❖ Dynamic and motivated professional with a proven record of generating and building relationship.
- ❖ Adaptable and transformation leader with an ability to work independently

CAREER OBJECTIVE

Seeking assignments in an organization of reputewhere I can utilize my skills and abilities and which offers me a professional growth while being Resourceful, Innovative, and Challenge.

WORK EXPERIENCE

Worked as **Accountant** from 22nd Dec 2014 to 31st Jan 2020 & as **Corporate Chief Cashier**– Corporate Accounts in **NMC Health Care LLC, Abu Dhabi** from 1st Feb 2020 to 13th Nov 2020

JOB PROFILE-ACCOUNTANT

- Performing day today financial transaction, including verifying classifying and posting and recording invoices
- Assisting for preparing monthly reports of MIS, Bank Reconciliations, Fixed Asset schedules.
- Preparing debtors ledger ageing for tracking vendor payments.
- Scrutiny on vendors ledger
- Coordinating with Purchasing department to verify all goods are received properly
- Good hands and experience in Accounting of bills and vouchers
- Vendor file maintenance in system
- Assisting in Preparation of monthly account closing.
- Have basic knowledge of UAE Vat return filing
- Monitoring all accounts to ensure payments are current and up to date
- Maintaining day to day Accounts and reporting to the Senior Management
- Preparing Schedule of Prepaid Expenses on monthly wise.
- Regular interaction with Banks and other financial institutions for payments, receipts, disbursal of Trade advances etc.
- Making payments to vendors and customers through cheque or Online Transfer
- Processing journal entries and performing accounting corrections to ensure accurate records.
- Disburse petty cash by recording entry and verifying documents and reconciliation of Vendor Statement with company statement for payments
- Managing end-to-end process of Fund reporting
- Ensuring Proper management of Trade advances, Inventory Funding and Term Loans
- Training new recruits and making them capable for undertaking responsibilities
- Performing analysis and reviewing financial statements for checking accuracy
- Salary accounting and Reconciliation

JOB PROFILE –CHIEF CASHIER

- Doing all payroll works related to Staff's (Salary, Salary Advance, Airfare)
- Monitor the work of all cashiers on a daily basis.
- Train newly hired cashiers on accounting procedures and company policies.
- Generate various cash reports for daily cash reconciliation.
- Verify of Full & Final Settlement document to release payment to Staffs

- Checking of Hospital Daily Collections
- Sending Petty Cash to Various Units for their daily transactions
- Going for surprise cash Audit
- Disbursement of salary to new employees
- Giving Imprest to Staff for daily usage of various expenses.
- Making Daily petty cash expense transaction Entries in Score (NMC Specialty Software).
- Entering all Invoices in proper Account heads
- Preparing Report and checking Report of PRO Expenses.
- Daily Cash closing.
- Ensure the safe custody of Head Office cash
- Receive the daily collection from the all department and deposit it in the bank through on-sight cash collection.
- Handle H.O. petty cash.
- Download the bank statements on a daily basis and provide to Chief Accountant.
- Settle petty cash payments regularly to ensure that enough cash is available to support operations and timely accounting of expenses
- Keep all signed cheques in safe custody and distribute it to the concerned suppliers and other parties and obtain receipt wherever applicable.
- Keep proper record of all transaction
- Maintain schedule of Bank Guarantees
- Deposit of money for PROS when required.

Worked as **Accountant & Administration Manager** in Aarvee Associates Architects Engineers & Consultants Pvt. Ltd (**Project Undertaken- National Highway Authority of India**) from August 2012 to November 2013.

JOB PROFILE

- Dealing with the Banks for all the kinds of office work.
- Preparing Imprest Expenditure Statement.
- Preparation of Monthly Invoice.
- Preparing Monthly Account Statement.
- Preparation of Cash Voucher.
- Preparation of CUG Bills Statement.
- Claiming for Traveling Expenses of Team Leader from Head Office, Hyderabad.
- Preparation of Attendance Reports.
- Sending Vehicle Monthly Report to Vehicle Owners and releasing of payment from Head Office.
- Submitting of Monthly Inspection Report to NHAI for Inspection.

Worked under Auditor & Tax Practitioner as **Accounts Assistant** from June 2011 to April 2012

JOB PROFILE

- Preparing and analyzing accounting records and financial statements reports.
- Maintenance of daybook.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Studying the reports given by auditors and CA and submitting it to the Management.
- Avoiding outstanding expenses and managing the petty cash.
- Establishing table of accounts.
- Assigning entries to proper accounts.
- Preparing periodic reports to compare budgeted costs to actual costs.
- Using accounting tools wherever necessary.
- Handling ledger accounts and keeping the check for any invoices or payments.
- Preparing forms and manuals for accounting and bookkeeping personnel.
- Taking care of resource utilization, tax strategies.
- Provide internal and external auditing services.
- Valuation of company assets and liabilities.

EDUCATIONAL QUALIFICATION

Degree:

Master of Business Administration

- Branch: Finance
- Institution: Tracks India Info-tech, Udupi, Karnataka
- University: Sikkim Manipal University

Pre-Degree:

- Studied Bachelor of Business Management from Mangalore University, Mangalore

PERSONAL SKILLS

- Excellent written and oral communication with customer service skills for technical and non-technical personnel
- Prefer to Take Challenge
- Team member
- Hardworking and optimistic
- Ability to learn quickly
- Good communication skills
- Concern for Analytical Thinking & Problem Solving
- High level of creativity to get job done in the way it should be done order and attention to details.

IT SKILLS

- Operating systems - Windows 10 , Linux , Ubuntu
- Application packages - MS Office 2000,03,07, Excel, Outlook. Score Software, Financial Accounting/Oracle Software, HIS Software.

OTHER QUALIFICATION

- Completed a Course in *Accounting Package*- Tally 9.0 -VAT, 5.4 ,Tally ERP.
- Completed a course in Peach Tree.
- First Aid Training by St. John Ambulance, India
- Fire Prevention & Fire Fighting Training from Fire and Emergency, Udupi

PERSONAL DETAILS

Date of Birth : 04th October 1988
Nationality : Indian
Languages : English, Hindi, Kannada, Urdu.
Address : Abu Dhabi
Driver's License : Valid UAE Driving License

PASSPORT AND VISA DETAILS

Passport number : T9237773
Visa : Visit
Visa Expiry :10.03.2021

DECLARATION

I hereby declare that all information furnished above is correct to the best of my knowledge.

Place: Abu Dhabi

SHEIKH MOHAMMED RAYYAN