



MOHAMMAD HANEEF
SENIOR ACCOUNTANT

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CAREER OBJECTIVE

To pursue a career in an organization, where my skills and capabilities coupled with the Desire to learn, will make my duties productive and satisfactory development of the organization too.

PROFESSIONAL EXPERIENCE



Organization: PARCO GOLD & DIAMOND
Position : Accountant cum Internal Auditor
Period : July 2021 - November 2021

Duties & Responsibilities:

- Preparing accounts and tax returns.
- Handling Petty Cash Book.
- Data Entry of day to day's Vouchers.
- Processing Vendor Bills.
- Receiving and storing invoices.
- Controlling Income and Expenditure.
- Auditing financial information.
- Handle complaint, Billing questions and payment extension/service request.
- Issuing Payments to Vendors & Maintain Cheque and Payments.
- Preparation of Goods Inwards and out words, Goods Receipt Note.
- Preparation of Invoice, Quotation, Delivery Challen.
- Manage a high-Volume workload within a deadline-driven environment.



Organization: OMER KIDS JEWELLERY
Position : Accountant
Period : October 2019 - June 2021

Duties & Responsibilities:

- Preparation of Purchasing Order.
- Preparing accounts and tax returns.
- Manage all accounting transaction.
- Reconcile accounts payable and receivable.
- Handle monthly, quarterly and annual closing.
- Liaising with auditors.
- Maintenance of Vendor billing details.

- Auditing financial information.
- Preparation of Goods Inwards and out words, Goods Receipt Note.



Organization: JAMAL ENTERPRISES
Position : Accountant
Period : January 2019 to August 2019

Duties & Responsibilities:

- Handling Petty Cash Book
- Data Entry of day to day's Vouchers.
- Preparing debtors listings & send Invoices to debtors. Follow-up with clients for payments.
- Preparing staff's salary and overtime sheet.
- Handling Receivables, Payable and Bank Accounts.
- Preparing Bank reconciliation statements.
- Maintain Books of Accounts, such as Debtors, Creditors, Sales & Purchases.
- Daily Cash Receipt Registers, Daily detailed Sales Report.
- Handling Accounts up to finalization.



Organization: V. RAGHAVENDRA CHARTERED ACCOUNTANTS
Position : Audit Assistant cum Accountant
Period : April 2017 - November 2018



Organization: HAJI GOLD & DIAMONDS
Position : Internal Auditor cum Accountant
Period : January 2015 - March 2017

EDUCATIONAL QUALIFICATION

B.Com (Bachelor of Commerce) 2014

Mangalore University

TECHNICAL SKILLS

MS Office, Internet, TallyERP9, Tally Prime, SAP.

LANGUAGE KNOWN

English, Hindi, Urdu, Kannada, Malayalam, Tamil & Tulu

PERSONAL PROFILE

Nationality	Indian
Passport No	P7643137
Visa	Visit Visa
Date of Birth	03/01/1994
Religion	Islam
References	Available upon request