



# Mohamed Nayeem Mohideen A N

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## Profile

To pursue a challenging opportunity in accounts field with at most interest and dedication. I would like to excel in the accounts field by applying my overall effort, knowledge and skills in your firm and I want to contribute for the organization's growth.

## Experience

### **Al Majeed Modern Industry For Perfume Manufacturing and Oudh Processing,(Makkaj Perfumes)**

#### | Executive - Accountant |Apr 2022 -Till date

- Handling Petty cash and booking in system.
- Initiate Online Bank transaction and booking in system after getting approval.
- Preparing Quarterly VAT report for filing & submit auditor.
- Maintain the Cash and Bank flow Management.
- Coordination with team members and analyze the Expenditure Overflow of the company.
- Reconciliation of Accounts Receivable & Accounts Payables balances against Suppliers and Customers .
- Preparing Reconciliation statements and Intercompany reconciliation statements.
- Preparing Payroll every month.
- Maintaining Fixed Asset and Depreciation.
- Reconciling End of Service Benefits, Leave Salary from the actual bookings.
- Coordinate with Auditor to file the VAT and Financial Statements.
- Reviewing Sales Invoice, Sales return Invoices and POS bank reconciliation.
- Preparing Goods Receipt Note Costing based on the Local & Import Purchase bills.
- Preparing Stock Variance report during Annual vacation of Incharges, Half yearly and yearly stock reports of Factory & other locations.
- Adjustment of Stocks based on the Management Approval.
- Coordination with team to complete the process in the stipulated time.
- Provide all Accounts reports to Management.

### **Digital Logiciel Solutions Pvt. Ltd.,(subsidiary of Digital Software Inc.,)**

#### |Senior Finance Executive |Feb 2016 – Jan 2022

- Planning and Analyze the Budget & Forecast the data of Monthly, Quarterly and Yearly basis.
- Planning the Organization Revenue for the Half yearly and Yearly basis.
- Review the invoices before sending to the client in Quickbooks(USA).
- US Payroll Processing through ADP.
- Overall Payroll Processing as per Indian Statutory norms
- Reconciliation of bank statements.

## KeySkills

- Dynamics 365 ERP
- Orion ERP
- VAT
- Tally ERP9
- Quickboks(USA)
- ADP Payroll(USA)
- Forecast & Budget
- AP & AR
- Payroll Processing
- Bank Reconciliation

## Achievements

- Promoted as Senior Finance Executive
- Appreciation for Best Financial Support at Digital Software Inc

## Education

- MBA /2012– 2014  
Aalim Muhammed Salegh  
College of Engineering
- B.Com with CA/2009-2012  
Noorul Islam College of Arts and  
Science

## Languages

- English  
Professional Proficiency
- Tamil  
Native Proficiency

## Personal Skills

- Self-Learner
- Team Management
- Adaptability

## Passport Details

- Passport Number  
W0313951
- Date of Issue  
26<sup>th</sup> February 2023
- Date of Expiry  
25<sup>th</sup> February 2033
- Iqama Expiry  
16<sup>th</sup> June 2025

## Driving License Details

- KSA License
- Date of Issue  
13<sup>th</sup> March 2024
- Date of Expiry  
18<sup>th</sup> January 2029

## Location

Makkah,  
Kingdm of Saudi Arabia.

- Review the Balance sheet accounts and Profit & Loss accounts at macro level and ensure integrity of all reported financial statements.
- Initiate RTGS/NEFT Transactions for payments.
- Coordination with Auditor for Tax Audit and making audit process more user friendly and effective.
- Responsible for all Accounts Payable process, Ensured input and timely payment of all vendor invoices, Ensure that all invoices are processed within the guidelines.
- Review the Quarterly TDS return as well as yearly before filing.
- Review the Sales and Vendor Invoices for filing GST.
- Filing the Financial Data of the company to Register of Companies and Filing Adding and Resignation of Board of Directors.
- Coordination with team members and analyze the Expenditure Overflow of the company.
- Maintain the Cash and Bank flow Management.
- Manage the team to complete the process in the stipulated time.
- Follow up the Customers for raised invoice payment – Accounts Receivable.
- Planning and Execution of Monthly, Quarterly and Annually closure Schedule.
- Provide all Accounts reports to Management.

## Digital Logiciel Solutions Pvt.Ltd., (subsidiary of Digital Software Inc.,) [Finance Executive |Nov2014- Jan2016

- Preparation of annual budget and schedule expenditures.
- Preparation of quarterly TDS Return as well as Yearly Form 16 & 16A for Employee & Other Parties.
- Preparation of Bank Reconciliation Statements and monthly MIS reports.
- Preparation of Income & Expenditure Statements.
- Book keeping and updating records on daily and weekly basis.
- Maintain Petty Cash and Preparation of Weekly and Monthly Petty Cash Reports.
- Preparation of Accounts Payable reports and send to Payable Section.
- Preparation of Financial Data to file Register of Companies and Income Tax.
- Preparation of PF and ESI Monthly Contribution Reports.
- Maintain PF Addition of Employee, Missing Detail, KYC Updating and Etc.
- Maintain ESI Addition of Employee and Etc.
- Preparation of Profession Tax twice in a year.
- Coordination with Auditor Team for Tax Audit.

## Declaration

I, hereby declare that the above mentioned information is true to the best of my Knowledge.



(Mohamed Nayeem Mohideen A N)