

## Mahir Mohammed Al Falahi

North Al Hail, Muscat, Oman

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### Objective

With an aim to enhancing my skills and gathering enriching experience, I am pursuing a challenging career, in the field of finance, with an organization that provides opportunities to learn and grow.

### Education

- **Higher National Diploma Accounting**, (June 2011), Langside College, UK
- **Higher National Certificate Accounting**, (June 2010), Langside College, UK
- **National Certificate Business Management**, (June 2009), Langside College, UK
- **National Qualification Pathways**, (June 2008), Stow College, UK
- **Secondary Certificate, 4<sup>th</sup> and 5<sup>th</sup> year Standard Grade**, (June 2007), Hillhead High school.
- **Secondary Certificate (2005), Sultanate of Oman.**

### Skills

**Computer Skills:** MS Word, Excel, Power Point, MS Outlook, and Internet

**ERP System Knowledge:** Oracle, Orion and Tally

**Language Skills:** English and Arabic

#### Other Skills:

- Problem Solving
- Enthusiastic and driven to deliver results
- Teamwork
- Able to work independently
- Time management
- Effective communication
- Formal writing

### Experience

**Wolf Group  
Accountant**

**January 2015 – present**

#### *Main responsibilities*

- Daily sales report printing
- Maintaining general ledger, allocating revenue and accruing expenses
- Reconciliation of previous day's sales and cash to system generated reports
- Writing and posting of daily sales journals into the GL
- Posting cash receipts into the debtors ledger

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- Daily bank reconciliation
- Petty cash disbursements and replenishment
- Preparing debtors invoices when required for catering services
- Posting vendors invoices into the system
- Preparing cash requirements reports for payments
- Preparing cheques through the system and writing of cheques
- Finalization of accounts and completion of annual year-end audit
- Reviewing of receivables, payables and variance analysis on monthly basis
- Preparing annual budgets
- Preparing profit and loss in monthly basis

**Al Madina Insurance Co. SAOG**

**Finance Analyst**

**October 2013 – December 2014**

*Main responsibilities*

- Maintenance and reconciliation of reinsurance companies' (RI) accounts
- Preparing bank transfer letters and payment vouchers for payments to RIs
- Liaising with and alerting credit control and underwriting teams of Premium Payment Warranties (PPWs) becoming due
- Arranging for timely payment of the PPWs
- Processing journal vouchers
- Processing staff claims reimbursements
- Processing timely payments due to the courts
- Preparation and checking of "Cheque Requisition Sheets" for supplier payments
- Preparing credit notes, for vendor invoices, and their payments
- Preparing payroll using "SmartPay" payroll software
- Petty cash disbursements and replenishment

**Abu Timam Grant Thornton**

**Executive Accountant**

**April 2013 – October 2013**

*Main responsibilities*

- Maintaining general ledger, allocating revenue and accruing expenses
- Keeping abreast with any additions and/ or amendments in tax regulations
- Ensuring practice of accounting accuracy, financial discipline and corporate governance
- Preparing annual budgets

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- Reviewing of receivables, payables and variance analysis on monthly basis
- Finalization of accounts and completion of annual year-end audit
- Inventory costing (FIFO and LIFO methods) and management
- Assisting Senior Auditors in statutory audits
- Computing taxable income and the income tax provision
- Computing Withholding tax
- Paying vendor invoices
- Preparing files neatly and making sure they are fully organized.

**General Electric**

**Accountant (seconded from Abu Timam Grant Thornton) June 2013 to August 2013**

*Main responsibilities*

- Maintaining general ledger, accruing and allocating revenue and expenses
- Ensuring practice of accounting accuracy, financial discipline and corporate governance
- Preparing annual budgets
- Reviewing of receivables, payables and variance analysis on monthly basis
- Finalization of accounts and completion of annual year-end audit
- Inventory costing (FIFO and LIFO methods) and management
- Petty cash disbursements and replenishment

**Omani Qatari Telecommunication (Nawras)**

**Accountant**

**October 2012 to February 2013**

*Main responsibilities*

- Preparing the Profit & loss Account
- Reconciliation of Accounts Payables
- Booking account payables and preparing payments
- Maintaining general ledger
- Maintaining the Fixed Asset register
- Liaising with other departments like HR and Sales Department for payments
- Preparation and posting of Journal Vouchers
- Processing of Cash in Hand (CIH) vouchers

**Ronald & Smith Company**

**Book Keeper and Document Checker**

**Scotland, UK**

**June 2010 – May 2012**

*Main responsibilities*

- Dealing with Clients who had mortgages, pensions and life insurance
- Report writing
- Customer service

**Spring Bank Road Post Office**

**Position: Teller**

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**Scotland, UK**

**June 2008 – April 2010**

*Main responsibilities*

- Handling money at the till
- Stocking shelves and stocktaking
- Helping customers with enquiries
- Dealing with recorded or special deliveries

**Achievements**

I was a member of the Marketing and Finance Project team at Langside College, Glasgow. I was responsible for marketing the new design of LED brake lights for bicycles. To achieve this I had to approach the customers in a polite yet convincing manner. I completed this project successfully and I strongly believe that the project has improved my teamwork, communication and numerical skills immensely. I have achieved a Fraud Control award that was given by the Capital Market Authority for attending a training press conference in Al Madina Insurance.

**Personal Details**

**Nationality:** Omani

**Date of birth:** 2<sup>nd</sup> November 1988

**Marital status:** Single

**Hobbies**

Playing football, reading and swimming

*References available upon request*