





Mahammad Irshad

Senior Accountant

10 December, 2024

mahammadirshad90@gmail.com 

+971 551549463 

Dubai, United Arab Emirates 

[linkedin.com/in/mohammed-irshad-313822193](https://www.linkedin.com/in/mohammed-irshad-313822193) 

Dear Sir/Madam,

I have the pleasure in submitting my application for the post of Senior Accountant in your esteemed organization. As an experienced, analytical, and highly skilled professional with extensive experience accurately performing all accounting responsibilities; I am well positioned to exceed expectations of your company.

From analyzing financial reports and overseeing accounts payable / receivable to implementing improved financial processes and providing excellent leadership skills, I excel in strategically directing all aspects of accounting activities. My demonstrated expertise in business and financial operations—along with my dedication to boosting productivity and efficiency—prepares me to make a significant impact on your organization.

I look forward to discussing the position with you in further detail. Thank you for your consideration.

Sincerely,
Mahammad Irshad





Mahammad Irshad

Senior Accountant

A Competent and a Result-driven Professional with over 10+ years of experience in Accounts/Finance . Accomplished in determining most optimal business strategies, achieving all objectives and ensuring smooth operations, problem solving and analytical capabilities with excellent skills in Finance/Accounting management.

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SKILL

Business Management

Financial Analysis

Management Accounting

Internal Audit

Cost Management

Tax Preparation

Effective Time Management

Journal Entries

Account Reconciliation

Strategic Planning

Asset Management

Financial Statements

General Ledger

IFRS

Customer Relationship Management

Invoicing

MS Office Components

Tally ERP

Team Leadership

LC/LG

Presentation skills

Financial Transactions

Microsoft Office Dynamics 365

Empathy

Payroll Accounting

Accounts Receivable/Payable

Logistic / Accounts

SYNOPSIS

Proven Ability to effectively manage multiple ongoing work in busy environment and to identify urgent task, ensuring they are prioritized and completed in a timely and accurate manner without any deviation. Demonstrated skills in handling top and confidential correspondence as well as corresponding with external and internal clients & scheduling important meetings. Expertise in implementing cost saving measures to achieve substantial reduction by way of negotiation, effective vendor management and establishing process driven systems.

WORK EXPERIENCE

Senior Accountant

NAQEL Express LLC

11/2020 - Present

Dubai, UAE

Logistics Achievements/Tasks

Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.

Reviews investigate and correct errors and inconsistencies in financial entries, documents, and reports. Performing general ledger analysis and prepare monthly Bank accounts/ Payable/Receivable reconciliations.

Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheets, profit, and loss statements and other reports to summarize.

Coordinate and resolve various issues with banks such as cleared check differences, bank fee anomalies and targeted balance calculations.

Preparing and reviewing monthly, quarterly and annual financial statements.

Identifying and preparing revenue reports and provide support for revenue recognition issues.

Managing accurate sales revenue reporting by business line in the financial statements and oversee the preparation and distribution of an accurate accounts receivable aging report.

Contact : Mr.Rathish Kumar(Finance Manager) - +971544789447

WORK EXPERIENCE

Accountant/Payroll Accountant

Al Hae'l Ceramic Company LLC

10/2015 - 08/2020

A startup Manufacturing Company fostering to be one of the leading Ceramic Industry in the region. Accounts Management/Payroll

Muscat, Sultanate of Oman

- ▣ Compiled daily data and checked journal for accuracy, Updating Petty Cash book on a daily basis and posting of General Ledger activities
- ▣ Preparing Payments by verifying documentation and requesting disbursements; Journal entries and assist with month-end closings Identified and corrected Cost Errors and Cost Integrity reports ;Secure Financial information by completing database backups.
- ▣ Responsible for Monthly accounting functions and Reconciliation Balance Sheet Accounts.
- ▣ Assist Internal department report(Financial/Cash Flow),Corporate Tax payments;and annual filing.Tax audits and Tax returns Coordinating Statuary audit and providing all the details required for finalization of accounts
- ▣ Followup with customers for cheque related queries
- ▣ Maintain Asset Register(Asset Depreciation) and manage account payable, receivable and payroll departments. ▣ Prepare Monthly payroll, End of Service Benefits and support Month-end , Year-end close process.
- ▣ Review payroll reports,time-sheets for correctness before transaction;Calculate payroll benefits(bonus,deduction etc);administer statements of payments to personnel;Prepare reports for upper management,finance dept and Conduct semi-annual audits of all payroll records.

Accounts Executive

Hi Point Construction Pvt.Ltd

05/2012 - 08/2015

Tasks

Udupi,India

- ▣ Maintain General Ledger accounts for all projects under construction as well as update Petty Cash book on daily basis. ▣ Create purchase orders,matched and researched for accounts payable;Invoice entries and Cross checking.
- ▣ Maintain Ledger entries, Journal entries, Asset Register and Customer relations.
- ▣ Reviewed construction costs with project manager for payment requests along with all approved construction invoices and overseas payment.
- ▣ Responsible for Monthly billing,open invoice,sales and revenue recognition. ▣ Reconciled monthly bank statements with general ledger accounts.
- ▣ Coordinating for Income tax assessment, VAT assessment and preparing tax returns(Service tax and Tds) ▣ Responsible for Monthly accounting functions and Reconciliation Balance Sheet Accounts.

PERSONAL PROFILE

Date of Birth : 15th July 1990

Passport Number : Y9720415

Driving License : 103672932

Marital Status : Married

EDUCATION

Bachelor of Business Management

Mangalore University

Mangalore, India

Higher Secondary Certificate(Plus two)

Karnataka Pre University Board

Bangalore, India

Secondary School Leaving Certificate

Karnataka Secondary Examination Board

Bangalore, India

LANGUAGES

English



Arabic



Hindi



INTERESTS



Cricket



Outdoor activities



Music