



# MOHAMED HASEEM

## Accountant

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### ABOUT ME

Detail-oriented and results-driven Accountant with over 3 years of experience in core accounting functions, including VAT compliance, statutory reporting, payroll support, and AP/AR management. Demonstrates a strong understanding of regulatory requirements and excels in maintaining accurate financial records, resolving discrepancies, and ensuring timely tax filings. Known for a methodical and organized approach, with a commitment to improving accounting processes and supporting smooth business operations through diligence and precision.

### WORK EXPERIENCE

#### SKILL

- Bookkeeping
- Month-end processes
- Account reconciliation
- Enterprise Resource Planning (ERP)
- Accounts Payable/Accounts Receivable
- Account reconciliation processes
- Invoice preparation
- General ledger accounting expertise
- Cash Flow analysis
- Statutory reporting
- Payment Processing
- Tax return filing
- Audit coordination
- Budget forecasting expertise

#### TOOLS/SOFTWARE

- Tally Prime & ERP9
- MS Office

#### ACCOUNTANT

##### Jahecon W.L.L. (Bahrain)

**JULY 2022 – PRESENT**

- Managed daily bookkeeping operations, ensuring timely, accurate recording of financial transactions in compliance with accounting standards.
- Prepared and submitted monthly VAT returns in accordance with Bahrain's tax laws and company policies.
- Oversaw Accounts Payable (AP) processes including vendor invoice verification, payment processing, and account reconciliation.
- Handled subcontractor payables by processing invoices supported by payment certificates, ensuring alignment with project timelines and contractual terms.
- Verified monthly suppliers statements, proactively resolving discrepancies to maintain healthy supplier relationships and prevent payment delays.
- Generated weekly and monthly aging reports to track outstanding payables and monitor financial obligations.
- Supported both internal and external audits by providing necessary financial documents and clarifications, ensuring compliance and smooth audit closure.
- Managed Accounts Receivable (AR) functions, following up on collections to maintain optimal cash flow.
- Executed monthly project costing and expense tracking to support accurate budget adherence and financial control.
- Performed month-end, quarter-end, and year-end closings, including journal entries for accruals, prepayments, and depreciation.
- Assisted with payroll processing to ensure timely and accurate disbursement of salaries and statutory deductions.

LANGUAGES

- English (Fluent)
- Tamil (Native)
- Hindi (Fluent)

PERSONAL DETAILS

**Date of Birth :** 23/04/1999

**Passport No :** R5343984

**Visa Status :** Employment  
Visa

**Marriage Status :** Single

- Prepared monthly Bank Reconciliation Statements (BRS), ensuring accurate reconciliation between bank and ledger balances.
- Collaborated with cross-functional teams to support budgeting, forecasting, and financial analysis activities.
- Drove process improvements and implemented accounting best practices to improve reporting accuracy and operational efficiency.

KEY ACHIEVEMENT

- Reduced invoice mismatch issues by 30% through consistent vendor statement reviews and proactive reconciliation.
- Ensured 100% on-time vendor and subcontractor payments by aligning invoice processing with project milestones and contractual terms.
- Maintained perfect payroll accuracy for 500+ employees over multiple cycles, with no delays or disputes.
- Reduced VAT filing errors by checking invoices carefully and improving document accuracy.
- Helped avoid penalties by making sure VAT returns were accurate and submitted on time.

EDUCATION

B.COM(Accounting & Finance)

Madras university (Mohamed Sathak College of Arts & Science) , Chennai , India

2018 - 2021

Graduated with 6.678 CGPA

HSC

Naziya Matriculation Higher Secondary School, Tamil Nadu, India

2015 - 2017

Scored 70% Marks