



Mohammed Abdul Majid Khatib

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Objectives

8+ years Work Experience in the field of Accounts and Finance. Easily adaptable to any environment, able to work under pressure producing the required results. Have excellent planning, analytical and problem-solving skill. knowledge of accepted accounting practices and principles.

Professional Skills

- Accounts Payable/Accounts Receivable
- General Bookkeeping
- Accounts Reconciliation
- Journal Entries
- Data Analysis
- Annual Reports Tracking
- Financial Statement Analysis
- Payment Processing
- Billing and Collection
- Skill using Accounting Software
- Cash Flow & Forecast
- Analyzing Information
- Auditing
- Warehousing
- Storing
- Inventory

Other Skills: - Computer Proficiency & Accounting Software's

- Proficient in MS Excel, MS Word.
- **Accounting Software ORACLE JD EDWARDS & MYSTRO HR & PAYROLL SYSTEM**
- **Microsoft Dynamic's Ax 2012 & Microsoft 365 (1 year Exp)**
- **ORACLE R 12**
- **ERP Software.**

Light Field Foodstuff Company

Senior Accountant

Feb 2021 - TILLDATE

Job Profile

- Petty cash analysis, reviewing of petty cash expenses and passing JV in respective cost centers.
- Handling Of Accounts Payable and Receivables.
- Supplier, POS, Payment Gateway & Bank Reconciliation
- Preparation Of Trial Balance, Income Statement, Balance Sheet
- Financial Reporting , Vertical And Horizontal Analysis, MOM Analysis , YTD Analysis
- Maintain reconciliation for all balance sheet accounts
- Financial Ratios
- Inventory Analysis
- Variance Analysis
- Vendor Payment Reconciliation & Monitoring Collection Of Receivables.
- Month End Closing
- Expense Analysis & Management
- Budgeting And Forecasting
- Daily Sales Report
- Maintaining Asset Register
- Daily Cash Flow and Analysis of inflow and outflow
- Provisions, Prepayments and Accrual
- Processing Payroll
- Staff Accounting
- Managing And Training Junior Accountants
- LC, LGs & IBC payments.
- Cost Of Sales Analysis

Reason of Leaving: - Downsize of Employees in Coronavirus

Job Profile

- ✦ Maintained spreadsheets for daily cash flow
- ✦ Conducting cash flow analysis and preparing a summarized report relating to cash in-flow and cash out-flow
- ✦ Creating Maintaining and reviewing aging process and credit policies based on AP & AR reports.
- ✦ Handling of petty cash, closing of petty cash and making cash payments.
- ✦ Calculation of Annual Leave, indemnity and termination indemnity and Staff Dues.
- ✦ Maintained leave, sickness and overtime report and employee cycle
- ✦ Passing of Account Payable JVs & Account Receivable JVs
- ✦ Assisted with payroll runs, updates and transactions. Ran monthly salary payment runs and drew salary reports
- ✦ Maintained an updated list of all checks sent for collection ✦ Prepared safe movement and cash management reports ✦ Oversaw all payments and deposits.
- ✦ Ensured that all daily cash balances matched what was recorded in the system
- ✦ Managed cash register and created daily cash and Cheque Report
- ✦ Handle multiple bank accounts and daily cash and Bank reconciliation
- ✦ Monitored cash allocation and performed month-end reconciliation
- ✦ Posted daily cash transaction into respective account
- ✦ Ensuring regular receipts and payments for the organization is correctly entered into the accounting system
- ✦ Updating & Keeping Track on Daily Bank movement to ensure the availability of funds for
- ✦ Managing Online Banking and Wire Transfers
- ✦ Established and Maintained Bank Relationships
- ✦ Reconciling and Managing Loan Accounts L/C (**IBC PAYMENTS**), L/G and drawdowns
- ✦ Monitoring Bank Movement of Multiple Bank Accounts
- ✦ Knowledge of Treasury Process
- ✦ Managing entire accounts Payable process
- ✦ Payment to local and Foreign Suppliers
- ✦ Issuing of Cheques, creation of payment vouchers.
- ✦ Checking daily sales and collection and ensure that it is entered in the system.
- ✦ Reconciliation of customer accounts.
- ✦ Sending statement to customer and following up for the receivable based on credit terms as per company policy.
- ✦ Preparing monthly sales commission.
- ✦ Reconciliation of Vendor accounts.

AL SUBOL GENERAL TRADING AND CONTRACTING

Accountant

Mar 2016 – Feb 2019

Reason of Leaving: - Contract Expiry

Job Profile

- ✦ Managed accounts payable, accounts receivable.
- ✦ Monitored and recorded company expenses.
- ✦ Managed payroll function for 40 employees. Calculated end of service settlements and coordinated with relevant departments in employee exit procedures
- ✦ Assisted with payroll runs, updates and transactions. Ran monthly salary payment runs and drew salary reports
- ✦ Calculation of Annual Leave, indemnity, and termination indemnity.
- ✦ Maintained leave, sickness, and overtime report.
- ✦ Assisted Payroll Manager in month end consolidation.
- ✦ Recording payment and receipts accurately in general ledger
- ✦ Monthly Reconciliation of bank accounts, receivables, and payables.
- ✦ Monthly Closing And reviewing Account statements.
- ✦ Control over Banks Activities and Bank Reconciliation
- ✦ Follow up customers for due payment.
- ✦ Audit of sales and purchase invoices
- ✦ Preparing Journal Entries, Accruals.

AL SAYER GROUP OF COMPANIES, KUWAIT

Jr. Accountant

Aug 2014 – Mar 2016

Job Profile.

Reason of Leaving: - Better Salary & Career Growth

- ✦ Inspecting and Monitoring Fixed assets and providing reports to management.
- ✦ Monitoring and Supervision of payroll.
- ✦ Preparing & Managing Bank Guarantee, Overdraft, Letter of Credit and daily Bank Position.
- ✦ Handling the customer's accounts, setting credit limits for sale, analysis of aging of receivables and follow-ups with the sales staff for collections.
- ✦ Preparing and Monitoring Performance reports of Sales for Sales team and Managers.
- ✦ Co-operating and Handling External Audit and providing information as requested from them.
- ✦ Preparing Invoice, Payments, Cheques and Record Daily Transaction.

- ✦ Recording and preparing daily entries for all suppliers' invoices, keeping and following up the debts and credits accounts on a monthly basis, preparing monthly bank reconciliation.
- ✦ Verifying and calculating all purchasing invoices and submitting cash at suppliers' accounts after checking their accuracy and conducting fixed assets verification.
- ✦ Performing reconciliations; accruing and recording interest receivable.
- ✦ Assist with month end closing. Calculation of Petty Cash Expenses.
- ✦ Keeping the billing system up to date and handling the invoices and ensuring that payment is done on timely basis and delivery notes received

Qualification

- **ACCA – F1, F2, F3, F4, F5, F6** (cleared)
- **M.B.A (Finance) from Bharathiar University – Completed (2016-2018)**
- **Bachelor of Commerce in Accounting and Finance** from Sterling College under Mumbai University in 2014.
- **HSC** from D.Y.Patil, India in 2011.

Personal Details

Gender : Male
Date of Birth : 17th July 1993
Marital Status : Married
Nationality : Indian
Religion : Islam
Languages : English, Urdu, Hindi
License : Valid License (16.3.2024)