



MOHAMED SHAREEF

SKILLS

- Leadership
- Management
- Documentation
- Self confident
- Communication
- Digital research
- Work Ethics
- Multi tasking

EDUCATION

- **Certificate of International Financial Accounting**

Institute of International Accounts,
Kerala, India

- **Bachelor of Commerce (B.com)**

Calicut University, Kerala, India

PERSONAL PROFILE

- Date of Birth : **14/Nov/1982**
- Nationality : **Indian**
- Marital Status : **Married**
- Language Known : **English, Hindi, Arabic**
- Visa Status : **Valid Qatar ID**
- Driving License : **QATAR, U.A.E., INDIA**

CONTACT

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✉ **shareefnk1982@gmail.com**

📍 **Doha, Qatar**

PROFESSIONAL ACCOUNTANT

CAREER SUMMARY

Highly skilled and certified Senior Accountant with over 10 years of experience in financial management, strategic planning. Demonstrated ability to streamline financial operations, improve accuracy, and increase efficiency. Committed to aligning financial strategy with business objectives to drive growth. Seeking to leverage my expertise in financial analysis and strategic planning in a challenging Senior Accountant role.

WORK EXPERIENCE

-- Senior Accountant

- SABRK Construction Supplies Trading & Services
Doha- Qatar | Jul 2023 - present

-- Accounts & Sales

- ICON Trading
Kerala - India | 2020 - 2023

-- Accounts Manager

- HORIZON International
Kerala- India | 2015 - 2019

-- Accountant

- BASH-P International. Ltd.
Sharjah- U.A.E | 2008 - 2014

JOB PROFILE

- Prepare day to day transactions in related entries
- Review invoices, receipts, payments & other supporting documentation
- Manage & monitor of cash in different accounts & their by ensure availability of fund in the bank
- Maintain records of debtors & creditors timely & periodically updating aging reports
- Comparison of bank & company accounts by gathering balancing information.
- Maintain inventory report on the amount of stock availability and required
- Prepare payroll and leave salary, gratuity, bonus, allowance etc.
- Manage month end closing activities including the preparation & review of adjustments and closing entries
- Prepare financial reports periodically TB, PL, BS, Cash Flow Statement and reports for the managements (MIS)
- Update and maintain fixed asset register, stock register, PDC register
- Proficiency in software like Tally ERP, MS Excel, Peach Tree, QUICKBOOKS and other customized software