

MOHAMMED ARSHAD PK

Senior Accountant

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Doha, Qatar

SUMMARY

Experienced senior accountant with 14 years experience to utilize my strong analytical skills and commitment to accuracy as a Senior Accountant. Proven expertise in financial software such as Oracle, ERP and SAP. Determined to help maximize profitability and improve financial controls.

LANGUAGES KNOWN

Malayalam
Native Proficiency

English
Full Professional Proficiency

Hindi
Basic Professional Proficiency

Arabic
Basic Professional Proficiency

DRIVING LICENCE

Valid Qatar Driving Licence

PERSONAL PROFILE

DOB : 02-02-1988

Gender : Male

Nationality : Indian

Address : Doha, Qatar.

Mobility : Anywhere

SKILLS

- I. Leadership
- II. Critical Thinking
- III. Time Management
- IV. Attention To Detail
- V. Organization Skills
- VI. Delegating Task

EXPERIENCE

SENIOR ACCOUNTANT

SAUDIA GROUP OF COMPANIES (HYPERMARKET)

DOHA, QATAR

December 2010 – Present

Achievements / Tasks

- Prepares, records expense, revenue by compiling and analyzing account information.
- Maintaining General Ledger- responsible for Month end closing on timely basis- and to have Review and Control.
- Preparing Bank Reconciliation and inter company reconciliation statements.
- Monitor the receivable collections periodically, analyze accounts receivable aging report and recommend and implement action plan for over due accounts.
- Manage accurate books for accounts receivable and ensure monthly closing.
- Prepare and dispatch receivable statement of accounts periodically.
- Manage all documentation related to supplier agreements, invoices, credit notes, and debit notes.
- Managing accounts payable function.
- Manage internal and external audits related to General Accounting function.
- Monitoring of inventory and inventory control any other activity in connection with accounting function.
- Finalization of accounts both month end closing and yearly closing.

EDUCATIONAL BACKGROUND

✓ **Calicut University, Kearala, India - 2010**

Bachelor of Commerce

COMPUTER SKILLS

✓ **Accounting Software - IPA Certified**

Manual Accounting
Tally 7.2 Versions
Peachtree 7.0 Versions

✓ **Diploma In Computer Application**

Microsoft Office Applications,
Outlook Express and Internet

Dated: 10-08-2025