



# MUHAMMAD AHMED MAHMOOD

## Accounts & Finance Professional

CPA Qualified , CFC, MBA Finance

10+ Year's Exp.

### Contact Details



0508879169



ma.mahmood99@yahoo.com



Deira Dubai – UAE



<http://www.ahmedmahmood.site/>



[Linkedin Profile](#)

### Career Summary

**\*\*** Having more than 10 year Experience in serving the prestigious organizations performing the diversify roles in accounts & Finance Department.

**\*\*** Expertise in general accounting including but not limited to: Accounts Finalization, Books of Accounts Management, Accounts Receivable, Accounts Payable, Bank Reconciliation and MIS Reporting with strong command over business administration. Strategic thinker with high level of analytical and problem solving skills significantly contributed in core business activities.

**\*\*** A highly responsible, insightful, determined and enthusiastic quick learner who possesses a considerable amount of knowledge and experience in finance & Accounting.

### Certification

**\*\*** Certified Public Accountant

**\*\*** Certified From PITAC in Computerized Accounting and Finance

**\*\*** Certified From Google for Power Searching with Google

**\*\*** Certified in E-Commerce & Web Development ( HTML, JAVA SCRIPT, ASP, CSS, Dreamweaver, wordpress) , SEO, Digital Marketing

### Accounting Packages

**\*\*** SAP ( Basic)

**\*\*** Peachtree( King of Accounting Software)

**\*\*** Tally ERP 9

**\*\*** Quick book

**\*\*** MYOB (Manage your own business)

**\*\*** Advance Functionality of Microsoft Excel

### EXPERIENCE

June 2020 to Present

#### NOOR AL BAHEYA ELECTROMECHANICAL LLC

Dubai - UAE

Accounts Manager

Jan 2018 to May 2020

Assistant Manager Finance

Jan 2017 to Dec 2017

Senior Accountant

Mar 2014 to Dec 2016

General Accountant

April 2012 Feb 2014

#### Saad Oriental Carpets

Accounts Officer

Lahore, pakistan

Mar 2010 Mar 2012

#### Ad Sun company

Accounts Officer

Lahore, pakistan

### EDUCATION

2018

#### CFC– Certified Financial Consultant - Member

Institute of Financial Consultants - Canada

2018

#### ACPA – Association of Certified Public Accountant - Qualified

Institute of Certified Public Accountants Pakistan

2012

#### MBA FINANCE

Comsats University Lahore

2010

#### B.COM

Punjab University Lahore

### CORE SKILLS

Financial Reporting



Project Costing



Strong VAT Skills



Leadership Skills



Cash Flow Manage



Budgeting & Forecasts



Financial Analysis



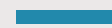
MIS Reports



Fixed Assets management



Account Payable & receivable



### Key Learning

- Attended a course on General Management & Communication Skills Conducted by the Punjab University, Lahore
- Knowledge of Accounting Principles, Project Cost Accounting, Practices & Procedure and Accounting Standards. Experience in handling Accounting till finalization and Audit, Statutory Auditing, Internal Auditing & Taxation.

## Projects

\*\* Business plan for new companies

\*\* Budgeted reports for new entrants in market.

## IT & Computer Literature


- Window & OS
- MS Office Proficiency
- Email & Internet
- Web Designing & Development


## Training & Development


\*\* Attended seminar for “VAT Treatment and Registration for Consumer Businesses in Ajman Saray Hotel”

\*\* Attended Seminar for “VAT Implementation ERP Software @ NUF Chartered Accountant “

## Languages

English 

Arabic 

Urdu 

## Personal Information

Date of Birth 14-08-1990  
Sex Male  
Marital Status Single  
Nationality Pakistani  
Driving License Valid UAE

## Declaration

I hereby assure that the above information furnished by me is true & correct to the best of my knowledge. I hope that the above mentioned particulars will meet your requirements and if given a chance to prove myself, I assure you that I will do the best to fulfill company's objectives.

## References

References would be provided on request/demand.

## Proven Job Roles

### 1. Accounts Manager– Noor Al Baheya Electromechanical Works LLC

- Formulation and execution of Finance policies and Internal Control System.
- Preparation of Financial Reports. Trial Balance, Profit and Loss Account, Balance Sheet and Cash Flow Statement.
- Supplier Monthly Reconciliation and processing the payments as per the credit terms.
- Project Costing for different projects.
- Ensure accuracy of information contained in financial reports & their compliance with statutory requirements.
- Formulation of Finance MIS, periodic compilation and review of MIS.
- Preparation & Monitoring of Budgets.
- Managing Cash flows, Fund & working Capital Management.
- Project Costing, Cost Control and providing information for pricing.
- Bank Negotiations,
- Fixed Assets Management
- Controlling Organizational Resources such as Funds, Facilities.
- Analysis of Reports against Budgets and reporting major variances.
- Overall responsibility of the department.

### 2. Accounts Officer – Saad Oriental Carpets

- Closely monitoring and verifying accounts on daily basis.
- Manage Account payable & Receivable in efficient manners.
- Responsible for verification of all vouchers with supporting documents.
- Assist the Financial Controller with the day-to-day requirements / needs.
- Verify that all invoices are supported by duly approved purchase orders when required, signed receiving
- Documentation and approval of authorized management.
- Monthly preparation of Cash and Bank reconciliation.

### 3. Accounts Officer – Ad Sun Company

- Perform accounting and clerical functions to support supervisors.
- Research, track, and resolve accounting problems.
- Compile and sort invoices and checks.
- Issue checks for accounts payable.
- Place checks in envelopes and mail out.
- Record business transactions and key daily worksheets to the general ledger system.