

MOHAMED SALEEM

Finance And Accounting Professional

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Exceptionally well organized and experienced finance and accounting professional with 5+ years of experience in a fast paced multi-tasking environment. Proven track record in consistently and effectively delivering the results that enhances the company's purpose and profitability

Skills

MS Excel and Advanced MS office suite



Expert in VAT calculations & filing



Financial analysis and presentation of statements



Accounting Policies and Procedures



Interpersonal and negotiation skills



IT Skills - Experienced in Implementing accounting system and application



Work History

2019-03 - Current

Finance and Contract Supervisor

QSCert Middle East WLL - Certification Body of Management Systems, Bahrain & KSA

- Oversee finance and accounting operations of two branches - Bahrain and Saudi Arabia
- Responsible for developing and implementing the all new accounting and financial policies across all departments of the organization.
- Supervises and ensures the key compliances with relevant to finance , accounting and contracts.
- Also acted as Local Business Manager who directs and controls the operations in Bahrain

2016-03 - 2019-03

Accounting Executive

Global Pipe Company (EEW) - Oil & Gas Pipe Manufacturing, Jubail, Saudi Arabia

- Manages the full accounts payable cycle from reviewing the purchase orders and payment terms, receipt of invoices for payment; including coding invoices, matching purchase orders, obtaining approval, and encoding invoices into the accounting system.

- Prepares batch check runs, wire transfers, and ACH transactions
- Responsible for monthly accounts payable journal entries and balance sheet reconciliations.

2014-08 - 2015-08

Associate Analyst

Fidelity Investments (American based financial service corporation), Chennai, India

- Responsible for ensuring that cash and asset reconciliation is done, research and exception clearing in order to make it serene and uncomplicated for daily NAV calculations.
- Performs In-Depth research and settle discrepancies with appropriate solutions.
- Co-ordinates with On-shore team, Custodian Banks and Internal Teams in order to ensure the accurate calculations and records.

Education

2012-06 - 2014-07

MBA: Finance And Marketing

Anna University - Chennai, India

2009-06 - 2012-04

Bachelor of Commerce: Accounting And Business Management

University Of Madras - Chennai, India

Additional Information

- Driving License - Valid up to Dec. 2024
- Marital Status - Married
- Nationality - Indian
- References - Provided on request.