



MUHAMMAD SIBGATHULLAH

SENIOR ACCOUNTANT

## CONTACT

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## EDUCATION

- M.COM
- B.COM
- HIGHER SECONDARY
- SECONDARY

## PROFESSIONAL QUALIFICATION

- ICMA-INTER (Attempting)

Driving License of : **Bahrain and India**

## CAREER OBJECTIVES

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

## Professional Experience

Having over **9 years** of Experience in the field of Accounts, Finance, Auditing, Administration & Supervising

## EXPERIENCE

### Experience in Bahrain

#### AR Accountant

17 march 2018-Continuing

**Future Communication Company(FCC) \_Zinj Manama**

### RESPONISBILITIES

- ❖ Posts customer payments by recording cash, checks, and credit card transactions.
- ❖ Posts revenues by verifying and entering transactions form lock box and local deposits.
- ❖ Updates receivables by totaling unpaid invoices.
- ❖ Maintains records by microfilming invoices, debits, and credits.
- ❖ Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
- ❖ Resolves valid or authorized deductions by entering adjusting entries.
- ❖ Resolves invalid or unauthorized deductions by following pending deductions procedures.
- ❖ Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
- ❖ Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- ❖ Protects organization's value by keeping information confidential.

## CERTIFICATION

- ❖ Certification from ICAI for completing 300 hours of compulsory computer training.
- ❖ PDCFA (Professional Diploma in computerized financial Accounting)

## PROFESSIONAL SKILLS

MS WORD ★★★★★★

MS POWER POINT ★★★★★★

MS EXCEL ★★★★★★

MS OUTLOOK ★★★★★★

ACCOUNT SOFTWARE ★★★★★★

- ❖ Accomplishes accounting and organization mission by completing related results as needed.

**Senior Accountant Cum Administrator** 18/August 2015-  
**2017 MARCH**

**ALSADA FOR PLASTIC AND DETERGENT** – Hammad  
Town

### **AS ANADMINSTRATOR**

- ❖ Coordinating team members
- ❖ Coordinating branches
- ❖ Determine The Manufacturing need and Distributing The works And Appointment staff
- ❖ Supervise the subordinate works
- ❖ Applying new ideas in business and developing
- ❖ Weekly/Monthly Quarterly Report submitting
- ❖ Diplomatic and Excellent in Public Relation and Office Administration

### **AS AN ACCOUNTANT**

- ❖ Supervise and review of Journal Entries & Posting thereof.
- ❖ Supervise purchase order processing ,purchase & sales entries ,
- ❖ Preparation, Finalization and Review of Balance sheet and Profit & Loss A/c.
- ❖ Manage sales and inventories
- ❖ Supervise and review of Bank Reconciliation Statements.
- ❖ Supervise Monthly closing of accounts and monthly reports of Receivables and Payables to the Management.
- ❖ Supervise of cash flow statement and Updating day today accounting transactions.
- ❖ Managing Inter-Company Transactions and ensure timely Billing.
- ❖ Manage, direct and supervise overall finance functions in a computerized environment.
- ❖ Monitoring Accounting system and support for improvement.
- ❖ Manage the Accounts Payable function, supporting team members and tasks such as voucher preparation, payment selection and preparation of checks.

## Personal Details

**Dob** : 06-05-1989

**Sex** : Male

**Nationality** : Indian

**Passport No** : K9211134

## PERSONAL SKILLS

COMMUNICATION ★★★★★★

MULTI-TASKING ★★★★★★

TEAM PLAYER ★★★★★★

QUICK LEARNER ★★★★★★

ADAPTABILITY ★★★★★★

## Audit Experience:

- ❖ **Vouching** of Cash a Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
- ❖ Verification of Banks Reconciliation Statements, Fixed Assets and Stocks

## Experience in UAE

**Accountant** \_15 May 2014-10 January 2015

**FONETEL LLC-DUBAI & Kuwait(Trading)**

## RESPONISBILITIES

- ❖ Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials
- ❖ Branch accounting ,branch transfer ,& branch reconciliation,
- ❖ Expertise in preparing of weekly Bank, Cash positions and Cash statement
- ❖ Expertise in reconciliation of receivable & payables with their respective statements
- ❖ Duties of a Clerk such as letter typing, mailing, document filing and other office work
- ❖ Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
- ❖ cash flow Analysis & monitoring petty cash
- ❖ Dealing local purchase & interstate purchase
- ❖ Filing of day –to-day bills
- ❖ Payroll management ,
- ❖ Assisting auditors while auditing
- ❖ purchase order processing ,purchase & sales entries ,
- ❖ Branch accounting ,branch transfer ,& branch reconciliation,
- ❖ Supervising and Coordinating subordinates to ensure in smooth accounting
- ❖ Handling Self-Correspondence with all Business Clients, Suppliers and Banks

## LANGUAGES



## **JOB SKILLS**

INTERPERSONAL SKILLS

ABILITY TO COMMUNICATE

FINANCIAL REPORTING

ANALYTICAL ABILITY

PROBLEM-SOLVING SKILLS

KNOWLEDGE OF IT SOFTWARE

MANAGEMENT EXPERIENCE

COMMERCIAL ACUMEN

CAPACITY FOR INNOVATION

## Experience In India

**Branch Manager** 15 January 2015-15 AUGUST 2015

**THAI GROUP OF COMPANIES ( INDIA) F.M.C.G**

## RESPONISBILITIES

- ❖ Supervise All Activities In Branch
- ❖ Motivated Subordinates for achieve target
- ❖ Report branch achievement at head office
- ❖ keeping books of accounts
- ❖ maintain vehicle register and calculate ROI(return On investment)
- ❖ Implement organizational goals in branches
- ❖ Marketing the new products in market
- ❖ schedule and fixing salesman target

**Accountant** \_15 May 2012-10 March 2014

## **THOOBA THAMIR**

- ❖ Developed Accounting System for Construction Costs and Operations Set-up Accounting System for multiple corporations
- ❖ Created and managed system to generate monthly posting entries for asset retirement, asset addition, construction-in progress and depreciation saving time and dollars on a monthly basis Consolidated several division accounting systems into one reporting system saving time and dollars
- ❖ Coordinated sub contractor /vendor requisition and disbursement
- ❖ Performed General Accounting and intra-company reconciliation
- ❖ Assumed responsibility for resolving outstanding balance sheet items, including payroll-related accounts, suspense & accruals, and purchase reports on long outstanding orders, established more effective internal controls

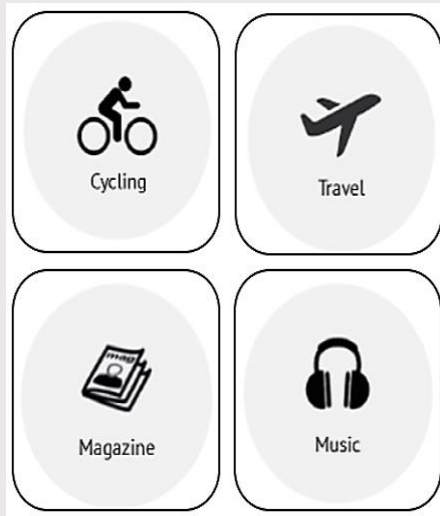
**Tally software Technical adviser**\_July 2010- February 2012

**AVETECH INFONET PVT LTD ,**

### **Responsibilities**

- ❖ Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- ❖ Check computer hardware (HDD, mouse, keyboards etc.) to ensure functionality
- ❖ Install and configure Tally software and functions according to specifications
- ❖ Develop and maintain local networks in ways that optimize performance
- ❖ Ensure security and privacy of networks and computer systems
- ❖ Provide orientation and guidance to users on how to operate new software and computer equipment
- ❖ Organize and schedule upgrades and maintenance without deterring others from completing their work
- ❖ Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- ❖ Maintain records/logs of repairs and fixes and maintenance schedule
- ❖ Identify computer or network equipment shortages and place

### **HOBBIES & INTERESTS**



### **Declaration**

I hereby declare that all the information and facts given above are true to best of my knowledge and belief.

Yours faithfully

**(Muhammad Sibgathullah)**