

Usman Mohammad

Date of birth: August 23rd 1991

Religion: Islam

Nationality: Pakistani

Contact: 00974-70770069

Home no: 00974-44217909

Current Address: Qatar-Alkhore

Visa Type: Permanent Working Visa

Qatar Identity Card: 29158601162

Marital Status: Married

Email: Usmankhera@outlook.com



Objective

An enthusiastic, articulate and well-presented Finance & Administrative Assistant who has a successful past record. Highly efficient and currently working as part of a successful organization. Keen to find a challenging position within an ambitious company where I will be able to continue to increase my work experience & develop my skills.

Education

- Secondary School Certificate from Pakistan Education Centre,
 - Marks: 578 from 850.
- Higher School Certificate from Pakistan Education Centre,
 - Marks: 595 from 1100.
- Diploma in Accounting & Business from Executrain Institute, Qatar
 - Accountant in business
 - Management Accounting
 - Financial Accounting

Currently enrolled with ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS, UK to qualify as an ACCA.

Experience

Senior Accountant (*Smartech Trade & System. Qatar*) Oct 2016 till the date.

- Verify, allocate, post and reconcile accounts payable and receivable.
- Produce error-free accounting reports and present their results.
- Analyze financial information and summarize financial status.
- Spot errors and suggest ways to improve efficiency and spending.
- Provide technical support and advice on Management accounting.
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers.
- Participate in financial standards setting and in forecast process.
- Prepare financial statements (BS, P&L, CF)
- Direct internal and external audits to ensure compliance.
- Plan, assign and review staff's work.
- Support month-end and year-end close process.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.

General Accountant (*Dehleez Trading & Contracting. Qatar*) May 2016 till Sep 2016.

- Month-end, quarter-end and year-end closing.
- Monthly expense variance analysis
- Ensure accuracy of financial statements.
- Payable & Receivable Accounts reconciliations
- Bank Reconciliations.
- Prepares payments by verifying documentation, and requesting disbursements.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Documents financial transactions by entering account information.
- Prepares the payroll in excel sheets and submit it according to the WPS requirements.
- Working with peach tree as ERP system.

General Assistance (*Al Maha Services MEP Co. W.L.L, Qatar*) Dec 2012 to Dec 2015

- Review all invoices for appropriate documentation and approval prior to payments.
- Petty Cash Fund Replenishment & employee reimbursements
- Complete in-charge of vehicle maintenance and other activities
- Performing administrative tasks such as attendance register, performance reports, payroll and staffs records.

- Process monthly rental payment
- Process Professional fees and reimbursements of the company's consultants.
- Enter and upload invoices into system.
- Research and resolve invoice discrepancies and issues.
- Responds to all customer and suppliers' queries and concerns.
- Reconcile vendor statements, research and correct discrepancies.
- Ensure accurate and timely processing of PO and non-PO invoices related to reimbursements, expenses and asset acquisition transactions.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist with other projects as needed
- Provide supporting documentation for audits
- Assist in month end closing

Junior Accountant (*Falcon Fiberglass Co. Qatar*) August 2011 to August 2012

- Daily checking emails – Payment Request
- Daily recording of Telegraphic Transfer – Collections & Payments
- Sales Invoicing & Journal Entries
- Preparing Statement of Account per customer
- Recording Petty Cash Disbursement
- Preparing Monthly Payroll
- Monthly preparing Bank Reconciliation. Reconcile monthly bank and subsidiary account reconciliation
- Monitor customer accounts and make collection calls if needed

- P&L per project
- Financial Reports. Reconcile and analyze monthly Income and Expense accounts, including Rental account

Internship as an internal auditor (*NSM auditing & Consultancy firm, Qatar*) January 2011 to April 2011

- Working under seniors to evaluate how well risks are being managed.
- Provide consultancy services.

Computer Literacy

- ICDL (International Computer Driving License)
- Well versed with hardware and software
- Debugging & Troubleshooting
- LAN Networking
- Peach Tree & Sage 50, Tally Accounting Software

Languages

- English (Good in Reading, Writing & Speaking)
- Urdu (Good in Reading, Writing & speaking)
- Hindi (Good in speaking)
- Arabic (Good in Reading)

Core Competencies

- Accounts Payable & Receivables

I hereby certified that the above statement are true and correct with all my knowledge and also to the help of our Lord. After you have reviewed my resume. I would welcome an opportunity to discuss your company goals and talk to you about the value that I can bring to your company. More power and positive energy blessed.