**CURRICULUM VITAE**

**Mohammed Abubaker**

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| **Career Objective** |

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| **Work Experience:** |

**Worked as an Accountant at O.S Construction & Co. from July 2014 to Sep 2017.**

**DUTIES: -**

* Post and process journal entries to ensure all business transaction are recorded.
* Monthly Updating Account Receivable and Reconciliation.
* Monthly Updating Account Payable and Reconciliation.
* Reconciled monthly statement with general ledger accounts.
* Prepare and submit weekly and monthly report.
* Calculate and distributes salaries.
* Enter all invoices and stock requirement tickets in SAP.
* Maintain construction files for all paid invoices, drew application for all project.
* Reviewed construction costs with project manager for payment request.
* Record and depreciated all fixed assets.
* Prepare bank deposits and payment.
* Prepare regular reports and summaries of accounting activities.
* Review and issue purchase order to consultant and contractor.
* Review constructors and Consultants invoices as per the agreed budgets.

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| **Work Experience:** |

**Working as an Accountant at Earadat Transport Company (KSA) from Sep 2017 Till Know**

* Reconciles processed work by verifying entries and comparing system reports to balances.
* Charging the expenses to relevant accounts and cost centers by analyzing invoices, expenses and recording them.
* Pays vendors by monitoring discount opportunities, preparing checks; resolving purchase order, Contracts, Invoices, or payment discrepancies and documentation; insuring credit is received against outstanding memos, issuing payments or purchase order amendments.
* Payment to employees after receiving and verifying expense reports and also requests for advances and preparing checks.
* Maintaining accounting ledgers by verifying and posting accounting transactions.
* Verifies vendor accounts by reconciling monthly statements and related transactions.
* Prepare vouchers listing invoice number, Date, vendor address, item description, amounts and coding as per accounting policies and procedures.
* Check vendor files for any previous payments and assign voucher numbers.
* Maintain files and documentation in an accurate manner in accordance with the company policy and accounting principles.
* Match purchase orders to invoices and enter invoices into oracle system.
* Preparing and maintaining Fixed Asset working.
* Run depreciation on monthly basic and make addition and retirement of Assets.
* Looking after Bank Reconciliation on monthly basis.
* Preparing P&L Statement.
* Preparing Vendor and Customer balance report.
* Closing Payroll and Advance to vendor GL account and recording accrued expenses.
* Preparing Accounts Receivables invoices as per required agreements.
* Encoding the vat invoice’s and checking all vat invoices encoded in system in same month.
* Monthly Reconciliation VAT & uploading the VAT Report on ZAKAT Site.
* Assisting FM in Year End Closing.
* Worked on Aramco IKTIVA.
* Maintain and manage all financial records, logs, spreadsheets, and registers
* Reconciling of bank statements against the GL, and clearing accounts assigned
* Check and verify cash transactions; and also investigate and propose possible resolution for any discrepancies
* Responsible for following up on financial proceedings, and ensuring tasks are completed on schedule.

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| **Professional Summary:** |

* **Financial Accounting** – Company code, Business area, Fiscal year maintenance. Field status Group, Finalization of Chart of Accounts, foreign currency, GL Master, Document type, Recurring entries.
* **Accounts Payable** - Vendor master data configuration, Tolerance group, Automatic Payment Program, Invoice, Credit memo, Down payment.
* **Accounts Receivable** – Customer master data configuration, Terms of payment, Open item management, Dunning, Invoice, Credit memo, Down payment, Interest calculation.
* **Asset Accounting** – Asset master data, Organization structure, Chart of Depreciation, Depreciation area and key, linking with GL Valuation Methods, Depreciation key, Depreciation Run, asset acquisition.
* **Cost Element Accounting** – Cost element group, assignment of cost elements to group, Actual postings.
* **Cost Center Accounting** – Cost center hierarchy, Actual Postings, Periodic Reposting, Distribution, Assessment, Information System.
* **Cost assessment –** creation of statistical key figure, assessment cycle creation, execution of assessment cycle.
* **Budgeting and availability control-** Defining tolerance limit for availability control, entering order wise budget.
* **Profit Center accounting** – Creation of Profit Centre, Maintain automatic account assignment of revenue element.

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| **Personal Attributes** |

* Acute analytical and rational approach for problem solving.
* Excellent time management and organizational skills.
* Flexible nature.
* Good communication and interpersonal skills.
* Desire for continual learning.
* Adaptability.

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| **Personal Details** |

Name : Mohammed Abubaker

Father’s Name : Mohd Suleman

Date of Birth : 13-AUG-1994

Gender : Male

Marital Status : Single

Nationality : India

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| **Passport Details** |

Passport : M9993593

Date of issue :13-06-2015

Date of expiry :12-06-2025

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| **Declaration** | **DECLARATION:.** |

I hereby solemnly affirm that all the details furnished above are true

To the best of my knowledge.

Date:

Place: kingdom of Saudi Arabia

(Mohammed Abubaker)