



# MOHAMMED SOHIL



 Availability  
UAE on Employment Visa

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## Objective

To lay the foundation for a successful career in a domain of finance and accounting by working with an organization that assures exposure of my skills as well as knowledge to my fullest potential so as to achieve both professional and personal betterment.

## Experience

**ACCOUNTANT, ADMINISTRATOR, PRO**

**Wild Planet Event Production LLC- June 2016 – Present**

### Accountant:

- Preparation of Bank Reconciliation statement of different Banks and agents on monthly weekly and daily basis.
- WPS Transfer.
- Handling Petty cash management.
- Posting and processing journal entries to **Tally 9** ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Assist Financial consult in the preparation of monthly/yearly closings.
- Ensure proper execution of the cash and bank transactions.
- Prepare and maintain daily and monthly financial reports, i.e. Daily Bank and Cash Reports, Project Reports, Money Utilization Reports etc.
- Coordinate and resolve various issues with bank such as abnormalities in bank charges.
- Contribute to effective team work; providing support, communication, and progress reports to seniors.
- Maintained other accounting reports like AP & AR Aging Reports.
- Identified inconsistencies and proposed solutions for improved work flow.
- Credit collection follow up.
- Calculating Salaries and Overtime of the employees.
- Manual entry booking.
- Update accounts payable and perform reconciliations.
- meeting and interviewing clients.

## Education

**MBA – Finance 2011-2013**

PA College, VTU University, India

**B.Com 2008-2011**

Mangalore University, India

**Class XII – Commerce**

Department of pre-University Education,  
Mangalore

## Personal Info

**Date of Birth** November 24, 1990

**Marital Status** Single

**Languages** English, , Hindi, Malayalam,  
Kannada.

**Computer Skills** Good command over  
**Tally9**, Microsoft Office  
Tools and other Open  
source equivalents. Can use  
the Internet and Computers  
for Office use with ease.

**Nationality** Indian

### **Administrator:**

- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Keep stock of office supplies and place orders when necessary.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Provide administrative support for operations team.

### **PRO:**

- Submit and ensure the processing of all types of applications and paperwork to the local government bodies, including but not limited to visit visas, employment or residence visas, car registrations, Trade License, labor permits, export license, economic license, foreign license, etc;
- Proactively manage the timely renewal of all Employment Visas and Labor Permits, and company related licenses;
- Assist employees in the process of renewing visas for their immediate dependents;
- Assist all sponsored staff and their dependents in the medical check process;
- Manage the visa checklist as when the rules on visa/labor changes;
- Assist the company and the employees with visa arrangements in Embassies;
- To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.
- Submit detailed reports related to visa expenses to the finance department.

### **City Gate Builders And Developers- 2 years 2 month**

#### **ACCOUNTANT**

- Prepare financial statement and reports for company management.
- Managing petty cash transactions.
- Submitting financial reports to the tax auditors.
- Preparing bank reconciliation statement.
- Monitor and analyze profit and loss statement to the relevant owners.
- Maintain and keeps all the tax related files

### **State Medicals- 3 years part time.**

#### **SALESMAN**

- Assists pharmacist with processing, pricing and selling prescriptions to customers. Assists customers at counter, retrieves prescriptions, rings up orders. Orders and stocks drugs, supplies, and over-the-counter merchandise.

## Profile Summary

Detail-oriented, efficient and organized professional with extensive experience in Finance & Accounting processes Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical. Resourceful in the completion of assigned duties, effective at multi-tasking.