

# Mohamed Yasar Arafath

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## **OBJECTIVE**

To achieve a sound position in the corporate world and work enthusiastically with a team to achieve the goals of the organization.

## **SUMMARY**

Self-motivated Accountant offering a strong work ethic and determination to complete tasks in a timely manner. Accurate and detail-oriented with extensive book keeping and clerical knowledge.

## **SKILLS**

- Sound knowledge of handling Accounting system.
- Worked experience in Focus.
- Worked experience in Tally Erp 9.
- Worked experience in Boss Software.
- Worked experience in MS office.
- Maintaining good record of all accounts, which is understood by others.
- Strong analytical and problem solving skills.
- Effective time management skills.
- Ability to work independently and in a team oriented environment.
- Hardworking and willing to take on new responsibilities and respond to it.
- Worked experience in SAP Software.

## **EDUCATION AND TRAINING**

- **Master of Philosophy** from **Jamal Mohamed College** Trichy with First Class Distinction in 2013 India.
- **Master of Business Administration** from **P.S.N.A College of Engineering and Technology** Dindigul with First Class in 2012 India.
- **Bachelor of Commerce** from **Jamal Mohamed College** Trichy with First Class in 2010 India.
- Certificate in **Tally ERP 9** from Apollo institution in 2013 India.

## **PROFESSIONAL WORK EXPERIENCE**

**Jamal Mohamed College (India) – Dec 2019 – Present Assistant Professor**

### **Job Responsibilities:**

- Challenged and motivated students through in-depth lectures and discussions.
- Prepare and implement daily lesson plans to foster student learning.
- Initiated thought-provoking classroom discussions to help students develop critical thinking skills.
- Maintained regularly-scheduled office hours to advise and assist students.
- Evaluated the students individually to identify areas of difficulties.
- Conveyed subject matter and lecture to the students in a creative way.

- Ensured completion of assigned syllabus within the time-frame given.

**Western International Management & Marketing WLL (Bahrain) – January 2019 – July 2019 Finance Analyst (Short Term project)**

**Job Responsibilities:**

- Prepare Analysis of sales report.
- Prepare internal audit report for retail markets.
- Prepare employee payroll payments.
- Handling ledger accounts and keeping the check for any invoices or payments.
- Preparing forms and manuals for accounting and bookkeeping personnel.
- To process accounting transactions.
- Follow up ageing receivables.
- Control inventory management.
- Prepare trial balance and Balance sheet report.
- Maintaining track record of company's expenses.
- Review all invoices for appropriate documentation and approval prior to payment.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Reconcile vendor statements, research and correct discrepancies.
- Prepare and review Bank reconciliation report.

**Syed Distributions (India) – December 2017 – January 2019 General Accountant**

**Job Responsibilities:**

- Preparing and analyzing accounting records and financial statements reports.
- Handling ledger accounts and keeping the check for any invoices or payments.
- Preparing forms and manuals for accounting and bookkeeping personnel.
- To process accounting transactions.
- Follow up ageing receivables.
- To maintain records of payment information.
- Maintaining track record of company's expenses.
- Review all invoices for appropriate documentation and approval prior to payment.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Reconcile vendor statements, research and correct discrepancies.
- Prepare and review Bank reconciliation report.
- Analyzing and Review payroll accounts.

**Emam Distribution Co (Saudi Arabia) - May 2017 - October 2017 Accountant**

**Job Responsibilities:**

- Preparing and analyzing accounting records and financial statements reports.
- Handling ledger accounts and keeping the check for any invoices or payments.
- Preparing forms and manuals for accounting and bookkeeping personnel.

- To process accounting transactions.
- Follow up ageing receivables.
- To maintain records of payment information.
- Maintaining track record of company's expenses.
- Review all invoices for appropriate documentation and approval prior to payment.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Reconcile vendor statements, research and correct discrepancies.
- Prepare and review Bank reconciliation report.
- Analyzing and Review payroll accounts.

### **Momyaz Travel and Tours Co (Saudi Arabia) - November 2014 - May 2017 Accountant**

#### **Job Responsibilities:**

- Preparing and analyzing accounting records and financial statements reports
- Handling ledger accounts and keeping the check for any invoices or payments
- Preparing forms and manuals for accounting and bookkeeping personnel
- To process accounting transactions.
- Follow up ageing receivables
- To maintain records of payment information.
- Maintaining track record of company's expenses.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Review all invoices for appropriate documentation and approval prior to payment.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Reconcile vendor statements, research and correct discrepancies.
- Prepare Bank reconciliation report.

### **Facom Leathers (India) - February 2012 - October 2014 Accountant**

#### **Job Responsibilities:**

- Maintain Day to day account activities recorded into manual book keeping as well as system vice.
- Managed payroll function for 80 employees.
- Performed accounts payable functions for leather making expenses.
- Reviewing, compiling and financial information.
- Maintaining, controlling the expenses of the company.
- Preparation of Debtor's and Creditor's report in monthly basis.
- Inward and outward material report prepared.
- Managed Bank Reconciliation statement.
- Monitored and recorded company expenses.
- Managed financial departments with responsibility for Payroll and Accounts Receivable and Payable function.

## **PERSONAL DETAILS**

- Name : Mohamed Yasar Arafath S.M.
- Father Name : Moulavi S. Mohamed Ali
- Date of Birth : 23.02.1989.
- Marital Status : Married.
- Address : No.29 Usman Ali Nagar,  
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Trichy - 620021.
- Languages Known : English, and Tamil, Arabic, Hindi, Malayalam.
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