



# Mohammed Rabee

*Experienced Accounting Professional and  
Finalist Chartered Certified Accountant*

## PROFESSIONAL SUMMARY




An Experienced Chartered Certified Accountant Finalist looking for opportunities to join a community of experts and contribute my knowledge and experience to an organization. My goal is to leverage my skills for mutual growth, where the organization benefits from my proficiency, and in turn, I can advance professionally. I aim to establish a long and successful career within the organization, with a clear plan to gradually advance into a senior leadership position after years of dedicated service. In this role, I intend to lead, mentor, and motivate a team of professionals, all working together to achieve the organization's shared success.

## EXPERIENCE SUMMARY

**Junior Accountant || Ashewz || Cochin, Kerala, India ||  
December 2021 to November 2022 || 1 Year**

- Supported senior accountants by actively contributing to the preparation of financial statements and reports.
- Managed accounts payable and receivable functions, including proficiently processing invoices and effectively overseeing vendor relations.
- Maintained accurate and up-to-date financial records, demonstrating keen attention to detail in general ledger entries and journal entries.
- Played a key role in payroll processing, ensuring precise recording of employee expenses and adherence to financial guidelines.
- Collaborated with cross-functional teams to streamline financial processes and enhance overall efficiency.
- Demonstrated proficiency in utilizing accounting software and tools to facilitate smooth financial operations.
- Showcased strong organizational skills and attention to deadlines, contributing to a successful and productive accounting team for the organization.
- Assigned to a specific project at Cinema Pranthan Production where I managed the personal transactions of the proprietor, overseeing financial aspects with precision and confidentiality.
- Administered financial operations for CP Cafe, an establishment, including daily sales and purchase entries in Tally software.
- Maintained the cash register, ensuring accurate recording of financial transactions for Cinema Pranthan Production house.
- Handled end-to-end payroll responsibilities for WD Solutions, an advertising company, including salary calculations for employees.
- Executed attendance tracking and managed check-in/check-out procedures for employees of WD Solutions and CP Cafe.

## CONTACT ME

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-  Sharjah, United Arab Emirates 
-  [Mohammed Rabee](#)

## PROFESSIONAL QUALIFICATION

**ACCA - Association of Chartered  
Certified Accountants**  
*Completed 9/13 Papers*

## EDUCATIONAL QUALIFICATION

**Bachelor of Commerce - B.Com**  
Expected Graduation in April 2025  
*Bharathidasan University, India*

## TECHNICAL SKILLS

- IFRS at the ACCA level
- ISA Auditing Standards at the ACCA level
- GCC VAT
- Financial Reporting and Accounting
- Financial Modeling
- Accounting Data Analytics
- Risk Assessments
- Regulatory Compliance Reporting

## SOFTWARE SKILLS

### **Microsoft:**

- MS Excel
- MS Word
- MS PowerPoint
- MS Outlook

### **ERP: Accounting Software**

- Tally Prime and 9.1
- Zoho Books

## CERTIFICATIONS

From Axionz Institute - October 2023

- Tally
- Zoho Books
- MS Excel
- GST
- UAE VAT

## LANGUAGE PROFICIENCY

English: Read Write & Speak (Fluent)

Malayalam: Read Write & Speak (Native)

Hindi: Read, Write & Speak (Intermediate)

Arabic: Read & Write (Fluent)

## CORE COMPETENCIES

- Established and maintained strong relationships with clients, ensuring clear communication, understanding client needs, and delivering high-quality service.
- Actively pursue opportunities for continuous learning, staying abreast of industry trends, and integrating new tools and techniques to enhance audit effectiveness.
- Possess excellent communication and presentation skills that allow me to effectively convey information.
- Highly skilled, in creating Standard Operating Procedures (SOPs) / Work Instructions.
- Possess exceptional time management abilities and meticulous attention to detail in situations.

## HOBBIES

- Passionate Football Player: Actively engage in playing football as a personal hobby, showcasing dedication to physical fitness and teamwork.
- Leadership Experience as Vice-Captain: Successfully led the school football team in the role of Vice-Captain, demonstrating effective leadership, teamwork, and communication skills on and off the field.

## Intern || Safety Marine Services || Sharjah, United Arab Emirates || July 2017 to September 2017 || 3 Months

- Collaborated with the Purchase Officer to efficiently enter local purchase orders, showcasing attention to detail and accuracy in procurement processes.
- Engaged with clients to negotiate rates, demonstrating effective communication and interpersonal skills in establishing mutually beneficial agreements.
- Conducted comprehensive rate comparisons among multiple clients, contributing to data-driven decision-making for optimal procurement strategies.
- Supported the Sales Officer by entering sales work orders, and actively participating in the creation and maintenance of both Local Purchase Orders and Sales Orders.
- Took responsibility for generating certificates for materials subject to inspection by the engineer, highlighting commitment to quality assurance and compliance.
- Ensured timely submission of materials for approval, showcasing organizational skills and dedication to meeting project timelines.
- Demonstrated a proactive and solution-oriented approach, contributing to the overall efficiency of Safety Marine Services during the internship.

## OTHER RELEVANCIES

Nationality: Indian

Indian Passport Expiry: 05-June-2032

UAE VISA Type: Visit Visa

UAE VISA Expiry: 28-December-2023

Gender: Male

Marital Status: Single

## REFERENCES

To be provided on demand