

MOHAMED FAHATH B

PROFESSIONAL ACCOUNTANT



CONTACT

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EDUCATION

Pursuing

SRM INSTITUTE OF ARTS & SCIENCE

- Master of Business Management

Pursuing

J K SHAH ACADEMY

- Chartered Accountant

2020 - 2023

JAMAL MOHAMED COLLEGE

- Bachelor of Commerce
- Grade: "O"

KEY COMPETENCIES

- Knowledge of UAE VAT Law and corporate tax.** Proficient in VAT registration, filing returns, compliance with UAE tax regulations and corporate tax compliance.
- Understanding of UAE labor law.** Familiar with employment contracts, visa procedures, end-of-service benefits and other benefits.

WORKSHOP

- Power BI Domination
FEB - 2024
- Digital Marketing
FEB - 2023

PROFILE

Dynamic and detail-oriented accounting professional with experience in financial management, taxation, and HR operations. Strong knowledge of UAE VAT, corporate tax, and labor laws. Skilled in financial analysis, compliance, and leadership, with a proven ability to optimize business processes. Currently pursuing an MBA to enhance strategic decision-making and financial expertise. Passionate about leveraging digital marketing for business growth.

WORK EXPERIENCE

ELENCO EMIRATES GROUP, UAE

Accountant

MAR 2025 - PRESENT

- Administer full-cycle **payroll operations** for site-based and office staff, ensuring compliance with UAE labor laws and timely disbursements
- Conduct detailed **project cost tracking and variance analysis** to ensure alignment with budget and support financial planning
- Prepare and manage LPO (Local Purchase Order) logs** for multiple projects, improving procurement accuracy and audit traceability
- Maintain and reconcile petty cash** across project sites, ensuring policy compliance and expense control
- Generate client invoices** based on project progress and contractual milestones, reducing billing cycle delays
- Compile monthly and ad hoc financial reports** for senior management, aiding in project forecasting and performance analysis
- Collaborate with procurement and project teams to ensure accurate cost allocation and documentation
- Supported month-end closing activities** and assisted in external audit preparation
- Identified process improvements in documentation and reporting, leading to increased efficiency and reduced manual errors

SEEMATTI SILKS, INDIA.

Accountant

JAN 2024 - DEC 2024

- Financial Reporting:** Prepare and analyze financial statements, ensuring compliance with accounting standards.
- Taxation & Compliance:** Handle GST filing and ensure adherence to local tax regulations.
- Accounts Payable & Receivable:** Manage invoices, payments, and collections to maintain healthy cash flow.
- Payroll Processing:** Calculate salaries, deductions, and ensure timely disbursement of employee payments.
- Audit Support:** Coordinate with internal and external auditors, providing necessary financial data and documentation.
- ERP & Accounting Software Proficiency:** Work with software like Tally, QuickBooks or other financial tools for efficient accounting operations.

CERTIFICATION

- Integration on Information Technology and Soft Skills (ICITSS) - Information Technology - **DEC 2023**
- Integration on Information Technology and Soft Skills (ICITSS) - Orientation Course - **JULY 2023**
- Introduction to Logistics Management - **JULY 2022**
- Fundamentals of Capital Marketing - **JULY 2021**

PROFESSIONAL DEVELOPMENT

- Microsoft Office
- Tally - PRIME

EXPERTISE

- Accounting & Finance
- Audit & Compliance
- Taxation
- HR & Payroll Management
- Financial Analysis
- Software Proficiency
- Leadership & Strategy

REFERENCE

Mr M.S.Basheer Ahamed,
Managing Director,
Seematti Silks
seemattikum2@gmail.com

MRNR & ASSOCIATES, INDIA.

Accountant

MAY 2022 - MAR 2023

- Assisted in **auditing** processes by preparing financial documents, resolving discrepancies, and supporting internal and external audit teams.
- Provided support in **tax preparation**, ensuring timely filing of returns and compliance with relevant tax laws and regulations.
- Maintained accurate **bookkeeping** records, including the management of ledgers, journals, and financial transactions.
- Offered **payroll assistance**, ensuring accurate calculation of wages, benefits, and deductions, and processing employee payments.
- Contributed to **financial reporting** by preparing monthly, quarterly, and annual reports such as income statements and balance sheets.
- Managed **expense tracking** by recording, categorizing, and monitoring organizational expenses for budgeting and reporting purposes.
- Assisted with **budget monitoring**, comparing actual financial performance against budgeted figures, and identifying key variances.
- Tools: Tally, Microsoft Excel

TRAINING

KPMG U.S. Career Catalyst: Tax Job Simulation on Forage - February 2025

- Completed a job simulation that involved conducting initial research and making tax recommendations for a project.
- Improved my Excel skills, including data modelling and cleaning.
- Used the "IRAC" approach, which stands for "Issue, Research, Analysis, Conclusion" to provide the client with a research memorandum.

GE Aerospace Explore Human Resources Job Simulation on Forage - February 2025

- Completed a job simulation involving using key HR tools and skills to help improve the HR systems at GE Aerospace
- Provided constructive feedback to a team member to help them develop and improve their performance
- Implemented the Lean Methodology by applying it to a simple everyday routine or process

SIGNATURE
(MOHAMED FAHATH B)