

MOIDEEN SHA

COST AND MANAGEMENT ACCOUNTANT

CONTACT

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📍 Al Thuqbah, Al Khobar
KSA

PROFILE

Finance professional with over 6 years of expertise in cost accounting, financial analysis, and audit. Proficient in managing complete accounting cycles, developing financial statements, and executing comprehensive cost analyses. Recognized for improving financial processes, optimizing cost management strategies, and ensuring compliance with accounting standards. Committed to contributing financial insights and supporting organizational growth.

ACADEMIC HISTORY

CMA (ICWAI) – 2020

ICMAI (Institute of cost and management accountants of india)

B.COM (Finance) – 2020

IGNOU(Indira Gandhi National Open University)

AREAS OF EXPERTISE

- Financial accounting
- Cost Accounting
- Ratio analysis
- Auditing(cost audit, internal audit & stock audit)
- Company accounting
- Business valuation & performance management
- Corporate laws & ethics
- Taxation (Income Tax & GST)

○ ASSOCIATE FINANCIAL MANAGER

OVERSEAS CANS CONTAINERS LLC
DEC 2021 to MAR 2024

- Submitted monthly Management Information System (MIS) reports at the end of each month, including detailed comments on findings and actionable suggestions for management review.
- Prepared and submitted monthly cash flow reports at the end of each month, detailing findings and providing actionable suggestions to manage any shortfalls effectively.
- Processed monthly payroll for over 120 number employees, ensuring timely and accurate payments.
- Calculated gratuity and leave salary in compliance with company policies and legal requirements.
- Collaborated with HR to maintain employee records and resolve payroll discrepancies.
- Strongly follow up with suppliers to ensure payments are made according to terms, maintain accurate records, and build positive relationships.
- Strongly follow up with customers on outstanding payments per agreed terms, fostering good relationships and ensuring accurate customer records.
- Properly reconcile both supplier and customer accounts on time to maintain accuracy and support smooth financial operations.
- Prepare detailed daily reports covering bank facilities, aging analysis of receivables and payables, and comprehensive CDC (Current Dated Checks) and PDC (Post Dated Checks) details.

SOFTWARE & TOOLS

- Quick Book.
- Tally Prime
- Tally Erp 9
- Microsoft Office
- Out Look
- Share ACC

LANGUAGE KNOWN

- English
- Hindi
- Malayalam
- Tamil

Personal Skills

- Analytical mindset and problem-solving abilities with a data-driven approach.
- Strong communicator, able to work collaboratively and adapt in diverse teams.
- Excellent time management, able to prioritize tasks and react to changing requirements.
- Skilled at business development and organizational management.

PERSONAL INFORMATION

Father's Name : Sathar U

Date Of Birth : 29/07/1997

Marital Status : Married

Passport No : T7878422

- Accurately record Trust Receipt loans and invoice discounting loans, calculate accrued interest in the system, and ensure monthly provision entries for interest at each month-end
- Skilled in the calculation of product costing with a keen ability to analyze and determine the comprehensive expenses associated with bringing a product to market.

ACCOUNTS EXECUTIVE

CG CARBON INDIA PVT LTD
MAR 2021 to AUG 2021

- Prepared monthly reports, including payment and financial statements.
- Preparation of cash flow statement and bank reconciliation.
- Managed the entire accounting cycle including gathering information, preparing documents, finalizing reports, and closing books.
- Supported monthly reporting analysis to achieve validations of the general ledger.
- TDS computation and filing.

AUDIT ASSISTANT

CA AHAMMED SHA & CO
DEC 2017 to MAR 2021

- Preparation of financial statements of various clients.
- Analyzing the various financial ratios in the statement.
- Internal audit.
- Being a part of the stock audit process.
- Independent handling of assignments in tax calculation
- Conversant with preparation & e-filing procedure of ROC filing.
- Proficient in GST registration & return filing.

CERTIFICATION

Certificate in Information System for Cost And Management Accounting.

DECLARATION

I hereby declare that above mentioned information are accurate, reliable and up to date

DATE :

MOIDEEN SHA U

PLACE :