



Muhammed Suhail

Accountant

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📍 Qatar, Doha

I am a thoroughly ardent individual who thrives upon seeking new challenges through my career as a finance and accounting operation. Experience in facets of customer service, Accounts receivable & Accounts payables also financial statement reconciliation, and strong relationship with clients and vendors. I am motivated to join a group of seasoned and vast innovative job details in the organization.

📁 Experience

INTERNATIONAL MEDICAL COMPANY (KULUD PHARMACY GROUP)

Sep 2022- Present



- Accountant

- Performed account receivable departments and other accounting functions according to established procedures as directed by senior accounting management.
- Manage Receivable operations and collection of business over 300 plus customer all over Qatar.
- Managed vendor payment process ensure to company adhere to internal procedures and control as well as provide internal & external customer service support for general AP inquiries and GL requests.
- Prepare report that included degree of risk involved in extending credit customers
- Perform daily cash management assignment, including and set down bank deposit, Updating and distribution of cash, cheques, transfers to receivable ledger.
- Monitor and collection accounts receivable by contacting clients via emails or other connections.
- Reviews credit memos and debit memos and other Journal vouchers posted to receivable accounts.
- Send statements of accounts and invoice transmit (Portal) to customers internal & External customer including HMC, Qatar airways, Sidra, PHCC, Qatar energy.
- Preparing PDC cheques Report, Customer Collection report, Ageing Report and other MIS Report instruction by management twice in a month.
- Manage all receipt including hypermarket, Hospital clinics, medical center, External pharmacy and Govt sectors.
- Reviewing and financial documents for accuracy and reconcile accounts also ensuring financial records with regulatory standard.
- Manage perform petty cash management for all sectors.
- Bank facility management management including letter of guarantee, Tender bond and performance bond, Overdraft.
- Collaborating with internal & external auditors to complete statutory audits for financial statements.
- Perform retails accounts in daily sales report in all pharmacies and cash managing of the organization.
- Manage fixed asset Register (FAR), and manage other utility expenses

A.JOHN MORRIS & CO. CHARTERED ACCOUNTANT,KERALA , INDIA

Sep 2020 - Mar 2022



-Audit Assistant

- Manage all Audit files in document form as per management decision.
- generate report based on gathered information about interest on fixed deposit and recurring deposit.
- Physically check and inspected the accuracy Of loans, vehicle loans, property loan and business loans.
- Collected supporting documentation for audit analysis activities and Tax calculation.
- Prepare monthly bank reconciliation report regarding all deposit to the bank statements also collection reports and interest calculation as per our management decision.

SEEMAS WEDDING COLLECTION, KERALA, INDIA

May 2019 - Dec 2019



-Billing cum cashier

- Provide product wise billing and processing as per the customer request.
- Preparing and coordinate with daily banking activities.
- coordinate between billing department and customer resolve problems.
- Process cash and credit payment rapidly and accurately.
- Open and close register, Monitoring cash limits and ensuring quality customer.

ACCOUNTANTS SERVICE SOCIETY

Apr 2018 - Mar 2019



-Accounting Internship

- Prepare accounting records under the guidance and supervision accounting supervisor.
- Assisted with GST Registration procedure & Calculation processed financial transaction, and executed other duties as required.
- Perform to Journal entries posting in to Tally Software.
- Organized files, records, cash, and cash equivalents to comply with policy and procedure.
- Reviewed, prepared, and also issued bills and invoices.

Education

- **Bachelor of Commerce -Finance** (2015-2018) Calicut university, Kerala, India
- Pursuing **Certified management Accountant (CMA)**, Kerala, India

Expertise



Management Skills

Standards of accounting

Software proficiency :Tally, BDI, Quick books

Payment Processing

Accounts Payables & Receivables

Financial Investigation

Service Orientation

Account reconciliation

Personal Info

Passport No :U7554392

Valid Qatar Driving license

Linkedin : www.linkedin.com/in/muhammed-suhail-kn

Nationality : Indian

QID No.29735624235

Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.