



MUHAMMED SAIFUDHEEN

ACCOUNTING & FINANCE

Film and TV Programme UAE

Profile

Finance Production Accountant with a history of accurately and efficiently accounting activities' with 7+years of great experience in all aspect of accounts who adapts seamlessly to constantly evolving accounting processes in media and technology. Skilled in regulatory reporting general production operations and tax accounting. Adept at supplying quick responses to inquiries and accounting questions.

EXPERIENCE

GENOMEDIA STUDIOS LLC-FILM AND DRAMA PRODUCTION

Production Accountant 2017-present

PROJECTS

- The kingdom of fire series-For MBC SHAHID UAE -Site Tunisia
- The Prisoner series -For Image Nation Abu Dhabi FZ LLC -Site Lebanon
- The Year of Love -Image Nation Abu Dhabi FZ LLC -Site Lebanon
- Safer Berlik series -Image Nation Abu Dhabi FZ LLC -Site Tunisia
- The Ghoma series -Middle East Broadcasting Center(MBC)-Site Tunisia
- Crazy Girl friend -Site Morocco
- The Affair series -Site Morocco
- The Khamees series-Site UAE
- Wein El weekend -For Abu Dhabi media
- Made In UAE -For Abu Dhabi media

- Analyzing crews contract ,payment terms and milestone.
- Closely work with producers to prepare the budget and cost.
- Scouting trip with producers and production team.
- Analysis of cash flow status and requirement
- Ensuring smooth running of production by proper finance control.
- Daily updating about cash flow status.
- Provides financial information to management, producers by researching and analyzing accounting data; preparing reports.
- Working closely with the producers and the production office.
- Maintaining crews payments on time and preparing weekly budget for production.
- On-site work with producers, crews and actors.
- Prepares payments by verifying documentation, and requesting disbursements.
- Handling inter company transaction and reconciliation.
- Handing Due from and Due to Affiliates.
- VAT Filing and ensuring proper reconciliation as FTA Portal.
- Closing Monthly and Yearly books by passing recurring/closing entries.
- Working closely with CFO to New ERP Implementation Finalized within three months (FEB21 – MAY21)
- Handling super access of ERP system and assigning access to users.

Contact

- AlRashidiya-Dubai
- saifudheenuae2@gmail.com
- +971-545 906704
- [Linkedin.com/in/muhammedsaifudheen](https://www.linkedin.com/in/muhammedsaifudheen)
- Male - 09-01-1993
- India

Education

- **CMA**-Institute of Management Accountant(pursuing)
- **Master of Commerce**, Accounting and Finance 2013 - 2015(Central University-India)
- **Bachelor's degree**, Accounting and Finance 2010 - 2013(Kerala University)
- **CPA-CERTIFIED ACCOUNTANT**, Accounting and Finance 2013 - 2015
- Post Graduate Diploma In Computer Application(PGDCA)-2014
- Post graduate diploma in industrial psychology(PGDIP)-2015

Visa Status

Golden Visa-Talent Category

Core Skills

- Financial closing and reporting
- Accounting and analysis
- Finance planning and budgeting
- Problem-Solving and consistency
- Planning and development
- Leadership and collaboration

Technical Skills

- SAP Business one
- SAGE-X3
- TALLY ERP9
- oodo and Quickbooks
- MS Office
- Inventory Biz
- Peachtree

Languages

	Read	Write	Speak
English	*	*	*
Malayalam	*	*	*
Arabic	*	*	*
Hindi	*	*	*

Production Accountant-Technology and Media

Abcon Group-Dubai

May 2017 - Nov 2018 (1 year 7 months)

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.

Licenses & Awards

- **Member of UAE Accounting and Auditing Association**
- UNIVERSITY GRAND COMMISSION-NATIONAL ELIGIBILITY - UGC-INDIA Dec 2021
- Driving license-UAE

Reference.

Mr.Serge Alpha,CFO

Genomedia studio

+971 50 869 7806