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**Mohamed**

**Mohamed.144855@2freemail.com**

**Job Objective**

Accomplished, energetic, productive Admin professional with over 5 year experienced. Detailed oriented, proven ability to improve operations, impact business growth and maximize profits through achievements in productivity/efficiency improvements. Strong analytical skills coupled with an impressive commitment to excellence and an ability to drive efficiency and financial performance improvements. An ability to work under pressure in a fast-paced & time sensitive environment. Strongly self-motivated, enthusiastic, and committed to professional excellence.

Looking for a challenging opportunity with a reputable Company / Group where my skills and experience will have a valuable impact.

**Education**

Bachelor of Commerce [B.COM]

#### Organizational Experience

Employer 3:

**YAS IND CO LLC(Dubai) From Nov 2014 to Oct 2016**

**Designation:** Accountant

Job Responsibilities

* Clerical support to the director.
* Preparing daily & monthly based reports.
* Preparing Bank Reconciliation Statements.
* Handling of petty cash book
* Preparing Cheques and handling distribution of the same to the vendors.
* Responsible for other administrative duties assigned by Managers to
support office activities.
* Managed bank deposits, withdrawals, specific account reconciliation, invoicing, billing queries and coordination with various operations staff for preparation of monthly revenue statements for various products.
* Responsible for maintenance of Books of Accounts and reporting
* Audit support
* Quarterly stock verification and write off the variances

Employer2:

**Friends Transport WLL(Qatar) From Dec 2010 to June2014**

**Designation:** Accountant/Administrator

Job Responsibilities

* Clerical and administrative support to the director.
* Guest handling in the client sites.
* Preparing daily & monthly based reports.
* Preparing Collection report.
* Implemented Company Policy and Procedures.
* Recruiting, Training and Supervising staffs.
* Preparation of accounting Entries and posting into general ledger accounts.
* Preparing Bank Reconciliation Statements.
* Handling of petty cash book
* Respond to vendor inquiries till satisfaction as required. .
* Reconciliations of daily sales, assisting with daily invoicing in Accounts receivable
* Reviews invoices to ensure accuracy, validity and appropriate.
* Preparing Cheques and handling distribution of the same to vendors.
* Responsible for other administrative duties assigned by Managers to
support office activities
* Respond to vendor inquiries till satisfaction as required.
* Maintain and develop good relationship with customers.
* Attending the customer issues and directing them to the proper procedures.
* Arrange both in house and external events.
* Preparing day to day transactions, keeping cash books, sales purchase & stock register.

Employer1 :

**LULU Hypermarkets Jun 2009 to Sep 2010**

Emirates General market, Abudhabi

**Designation:** Accountant

Job Responsibilities

* Preparing day to day transactions, keeping cash books, sales purchase & stock register.
* Preparing daily & monthly based reports of sales &purchase.
* Performed maintenance of detailed reports / schedules / statement as in order to provide senior management on time reliable operational and financial reports.
* Reviewed and processed all accounts payable invoices for correct cost and quantities ensuring prompt and accurate payments to various suppliers, creditors and staff and posted daily accounts payable transactions.
* Managed bank deposits, withdrawals, specific account reconciliation, invoicing, billing queries and coordination with various operations staff for preparation of monthly revenue statements for various products,
* Petty cash handling.
* Preparing Sales report, Collection report, Inventory Status report etc.
* Responsible for maintenance of Books of Accounts and reporting
* Analyze trade payable /receivable to provide detailed reports of fiscal health to senior management. Sent periodical reports to the management such as monthly payable report.
* Implemented Company Policy and Procedures.

Computer Exposure

SAP(End User)

CCNA,MCP (Computer networking)

Microsoft office packages

Strengths & Languages Known

Excellent oral and written communication skills.

Result oriented and self-driven professional.

Ability to adapt any adverse and multi-cultural atmosphere.

Good leadership quality.

Languages known: English,Hindi,Arabic,Malayalam&Tamil

Declaration

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