**RESUME**

 

**MOHAMMED**

**MOHAMMED.334225@2freemail.com**

***Objective:***

Seeking a challenging position in a progressively growing organization as an incentive to work hard, achieve success and to be a keen learner in all spheres of life and work, such that the objective can be achieved with a perfect blend of exuberance, professionalism and knowledge.

***PERSONALITY TRAIT****:*

I assess myself as a person with strong commitment to the duties assigned, attributes such as excellent temperament, positive attitude, good communicating skill and the ability to work with diverse teams.

***Career Profile***

**Current Employer : Govan International JLT,**

 **Dubai, UAE**

**Position : Finance & Administration Executive**

**Service Period : Nov 2012 to Till date**

Since Dec 2012, at **GOVAN INTERNATIONAL JLT,** a Major **Australian based** supplier of electromechanical explosion protection (since 1949). Having a complete range of mechanical explosion protection products and customized solutions are manufactured in this facility to support customers throughout the Australia and the South East Asian markets.

General accounting functions, including AR/AP accounts, reconciliation and cash management. Administer all financial management systems, evaluating and assisting Accounts Manager, coordination with sales Manager on Monthly Sales Forecasts and revenue reconciliations and work in progress computation for ongoing projects and order backlogs.

**Areas & Responsibilities Handed**

***Accountant***

* Responsible for estimating & preparing quotations & invoices.
* Prepare monthly reconciliation of various Bank Accounts (AED, EURO, USD currency accounts)
* Prepare receipt & payment reports & monthly consolidated reports.
* Follow up of Credit Collection & dealing with amount payables promptly.
* Prepare Rolling Fund flow, Cash Flow, Cash flow quarter & years, Expenses Budget, income budget, Cost of sales, Budget for the next project / financial years.
* Maintain inventory control & stock position as required
* Associated with Banking transactions, Insurance claims, coordination with clients Finance depts. Of various companies for monthly payments follow ups, bank guarantees for Bid Bond.
* Processing Debit notes and Invoices to the Clients as per the contracts and agreed rates.
* Routine dealing with banks – Balance updates, Deposits, Withdrawals etc. and custodian of petty cash transactions, disbursements.

***Office Administrator***

* Maintaining all day to day activities of office.
* Create, compose and edit administrative correspondence and documentation (including internal memos, employment contracts, circulars etc.).
* Preparing & maintaining Attendance register & time keeping of all employees.
* Coordinating with DMCC for all the formalities of License renewal & related inspections.
* Dealing with insurance companies for all the insurance related Matters of the company

(PAR, Fire, Vehicle & Medical Insurances)

* Organize, coordinate and replenish office logistics including stationeries, food, beverages etc.
* Attend meetings, record, write and distribute the minutes and follow up on action items.
* Dealing with Dubai Customs for all customs related issues
* Liaise with customers, agencies and companies – for logistics purposes – as needed by the office
* Following up with customs for the deposits paid & submitting Customs audit report on timely basis.
* Provide administrative and general support to the Joint Managing Director, including appointment booking, scheduling meetings, updating calendars, staff daily attendance records, scheduling room bookings etc.

***Human Resource Coordinator***

* Checking the expenses of the employees in accordance to the company policy and file the expenses together with the supporting documents.
* Planning & Budgeting of New vacancies
* Company Orientation of newly recruited employees.
* Evaluating & monitoring performance of all employees.
* Maintain healthy relation between employer & employee.
* Visa process of employees & dealing with DMCC for all related procedures.
* Organize travel schedules of employees in line with company policies and requirements.
* Perform other related duties or assignments as directed by the GM to contribute to the department’s effective functioning.

***Previous Work Experience:***

1. **Company Name : ALMANSOORI SPECIALIZED ENGINEERING,**

**Abudhabi, UAE**

**Duration : Mar 2012 – Nov 2012**

**Position : Administration & Accounts Executive**

**Areas & Responsibilities Handed**

* Receiving and processing all invoices, expense forms and requests for payment.
* Ensuring all filing and document management is done in a timely and accurate manner.
* Handling Petty Cash and overtime files of Transportation Dept.
* Handling Insurance related matters of all Group Companies which include Health, Marine, Life, Property, Machinery, Vehicle etc)
* Office administration and control of company documents.
* Controls documentation produced internally and externally to ensure proper allocation and easy retrieval of important documents
* Receives and screens incoming calls and visitors, handles their inquiries, provides requested information and/or directs them to the appropriate person according to their needs.
* Manages and maintains office supplies/consumables and equipment inventory
* Coordinating with the Purchasing and IT Department (as appropriate) ensuring adequate stock level is maintained and equipment is in proper condition at all times.
* Handle incoming / outgoing daily mails (open, sort and distribute incoming correspondence)
* Reporting directly to the Group Finance Manager & Corporate Support Manager
* Receiving & verifying all invoices related freight forwarding & logistics

 **II. Company Name : MUTHOOT FINANCE LTD**

 **New Delhi, India**

**Duration : June 2011 – Jan 2012**

**Position : Internal Auditor**

**Areas & Responsibilities Handed**

* Assessing the soundness and adequacy of the firm's accounting and operating controls.
* Review of the accuracy and reliability of the accounting records and financial reports.
* Evaluate whether the branch is incompliance with the applicable laws and regulations, guidelines and directives issued by RBI and various other institutions
* Review compliance with the internal policies and procedures of the firm.
* Prevention and early detection of frauds, errors, omissions and other irregularities rests with the management through the implementation and continued operation of an adequate system of internal control.
* Verification of Bulk purchase, Bulk sales, public purchase and public sales.
* Reconciliation of Bank, H.O, Branches, Debtors, Creditors and Stock.

***Educational Qualifications***

* Doing MBA-Finance (Master in Business Administration) from **Sikkim** **Manipal University**, India, 2015.
* **B. B.A** (Bachelor of Business Administration) from **University of Calicut**, Kerala – India – 2009
* **Higher Secondary from HSB** Kerala – India – 2006
* **S.S.L.C**. Secondary School Examination – **State board of Secondary Schools** – Kerala – India – 2004

***Computer Proficiency***

* Tally, Peachtree, Iscala, Lotus Notes & CLA
* MS Office(Word, Excel and Outlook)
* Email and other Internet Applications.

***Languages Known***

 English, Hindi, Malayalam, Arabic & Urdu

***Personal information***

 Visa Status : Employment (Transferable)

 Date of Birth : 17-12-1987

 Gender : Male

 Marital Status : Married

 Nationality : Indian

***DECLARATION***

I hereby declare that all the details from the above are true to my knowledge and belief