**Muhammed**

[**Muhammed.337349@2freemail.com**](mailto:Muhammed.337349@2freemail.com)



Dubai, UAE

#### CAREER OBJECTIVE

To be part of a reputed organization where growth prospects are high and where I can utilize my skills and experience acquired over the years for the company’s growth.

**Core Competencies and Basic Profile:**

* Accountant, Customer Relationship Management, Team Building and Strong Interpersonal Skills
* 3 years experienced in Accounts division
* Hold a Bachelor Degree, specialized in Finance and Accounts (BBM)
* Maintain and handling all accounts activities
* Proficient in Online Shipping/Cargo activities Tally and MS Office Applications.
* Have good communication skills
* Young, energetic & capable of working under pressure.
* Willing to learn and adhere to new policies & procedures

##### CAREER HISTORY

Dec 2014 – 2016

Al Saisel Trading Co. L.L.C is the perfumes and cosmetics distributor in U.A.E

**Finance Accountant**  Reporting to Finance Manager

**P**ROFILE

* Responsible for preparing and updating the management with daily and weekly overdue report.
* Following up with customers directly and through Banks for the due payments and upcoming payments.
* Following up with PDC customers and weekly updating PDC collection report to Management.
* Ensuring collection documents and LC documents send to clients and keeping records of the LC receipts
* Following up with the Banks for LC’s advised to the company and courier references for the documents routed through bank.
* Handling Bank reconciliation.
* Handling key account customers with complete coordination on the shipments by Sea, Air and Land Transport.
* Maintain and handling all account activities and control the banking system
* To Analyze the market condition and pricing factor for products and services
* To maintain proper record of company.
* Booking container through online.
* Prepare and handling the payment and receipts
* To Submit shipping instruction and get BL verify copy for confirmation
* To Apply Certificate of Origin from Dubai chamber of commerce.
* Arrange/ prepare Letter for shipment
* Making DO letter and other related documents for import shipment.
* To update client with shipment track details
* To manage and handle Receivable and Payable
* Assist in preparing regular reports and summaries of accounting/operational activities.
* To establish and maintain close relationship ensuring compliance with all regulatory bodies.
* To send pre-alerts / pre-advice / arrival notice and ensure timely issuance of delivery orders, clearance and delivery of shipments.
* Preparing special financial reports by collecting, analyzing, and summarizing account information and trends
* Preparing payments by verifying documentation, and requesting disbursements.
* Reconciling financial discrepancies by collecting and analyzing account information.
* Documents financial transactions by entering account information.
* Responsible to resolve supplier issues and providing clarifications in case of delays in payment.
* Involved in maintaining, reconciling and analyzing the supplier accounts in all divisions.
* Preparing reports on payments schedules and supplier accounts on periodical basis.
* Responsible to resolve supplier issues and providing clarifications in case of delays in payment
* Effective delegation and training of team members

**Nashath Traders, Mangalore, INDIA.** August 2013 – Dec 2014

Nashath Traders is the largest Building Materials distributors in Mangalore (Building Materials include Crusher Stone, Cement, Sand, steel, Ceramics, etc.)

**ACCOUNTANT**  Reporting to Finance Manager

**P**ROFILE

###### Preparing special financial reports by collecting, analyzing, and summarizing account information and trends

###### Preparing payments by verifying documentation, and requesting disbursements.

###### Reconciling financial discrepancies by collecting and analyzing account information.

###### Documents financial transactions by entering account information.

###### Responsible to resolve supplier issues and providing clarifications in case of delays in payment.

###### Involved in maintaining, reconciling and analyzing the supplier accounts in all divisions.

###### Preparing reports on payments schedules and supplier accounts on periodical basis.

**Rajan D’Souza Chartered Accountant, Mangalore, India.** May 2012 – July 2013

**Rajan D’Souza** is well known **Chartered Accountant** in Mangalore. Most of Reputed Company’s Auditing and Filing Income Tax Return Handled by Him.

**Accountant cum Auditor** Reporting to the Chartered Accountant.

**P**ROFILE

* Auditing Clients Accounts statements and finalizing.
* Preparing Clients Income Tax statements.
* Filing Income Tax Return
* Preparation & Submission of Management Reports such as Cash Flow Statements, Profit & Loss Account, Balance Sheet, etc. using Tally.
* Preparing Trading and Profit & Loss Account, Receipts and Payments.
* Payables Review & Reconciliation, Debtors Review & Reconciliation, Bank Reconciliation.
* Maintaining & Updating Fixed Assets, Monitoring Pre Payments &Advances,
* Maintaining Cash & Petty Cash Account, etc.
* Correspondence with Debtors & Creditors on regular basis.
* Analyzing Income Statement, Balance Sheet and Cash flow statement of the companies reporting their financials.
* Updating financial data in the database which is used by the End customers like Financial Institutions, Banking Sectors, Individual Investors and various Investment Banking Institutions.
* Handling client queries addressing them by analyzing company reports and providing them with required inputs/calculation.
* **Preparation and presentation of periodical quality and efficiency reports.**
* **Documentation**

**EDUCATION**

BBM in Finance and Accounts - 2012.

**Extra Qualification:**

* Diploma in MS-Office.

(Information Technology, Business Systems, Web-Application Development, Multilingual DTP)

* Diploma in Tally
* Sap in Finance and controlling

**STRENGTHS**

* Team Player, Self-motivated, efficient time management and organizational skills.
* Strong analytical, people management & emotional intelligence.
* Ability to handle complex situations, result oriented with a flair for making prompt & sensible decisions independently.

**Other training program under gone**

Practical Accounting & Taxes, Public speaking & Presentation skills, Personal excellence and Positive mental attitude, Business writing skills, Time management, & other Microsoft excel 2007 functions.

**ADDITIONAL INFORMATION**

Date of Birth: 07th August, 1989.

Sex: Male

Nationality: Indian

Marital Status: Single

Religion: Islam

Languages Known: English, Hindi, Malayalam and Kannada

Driving License: Valid Indian Driving License

**Declaration:**

I hereby declare that the above given information’s are true to the best of my knowledge

Thanking You