Dear Madam/Sir,

The attached resume is presented for your kind consideration regarding the appropriate position you may have or make available. I am submitting this profile in an effort to secure a primary professional position providing my expertise to a progressive corporate concern. My goal has been to identify and capitalize on opportunities that would allow us to expand, strengthen our financial performance and achieve a strong market position. I would like to give you a brief description of what kind of person I am. I have always been motivated by the desire to do a good job at whatever position I'm in. I want to excel and be successful in my job, both for my own personal satisfaction and for the company I would be working in.  I hold Bachelor Degree in Commerce from (Mahatma Gandhi Kashi Vidyapith University) Hyderabad, India.  My CV/Resume will provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thanking you in advance for your co-operation in this regard.

I am looking forward to speak with you soon.

**MOHAMMED**

**Email :** **MOHAMMED.337553@2freemail.com**

**PROFILE SUMMARY**

* B.Com Professional with 2 years of UAE experience in Finance & Accounts.
* Expertise in managing Accounts Payable & Receivable within the pre-set parameters.
* An enterprising individual with good interpersonal skills & willingness to learn.
* Displayed abilities in handling problems as opportunities and dealing with difficult challenges.
* Recognized as a quick learner and can adopt easily to company processes.
* Establishes and maintains excellent business relations with clients, colleagues and management.

**EDUCATION**

* B. Commerce (Mahatma Gandhi Kashi Vidyapith University) Hyderabad, India.
* XII (CEC) from St. Thomas Samitha Junior College, Hyderabad, India.
* S.S.C from St. Maaz High School, Hyderabad, India.

**ORGANIZATIONAL EXPERIENCE**

* Working as a Accountant for **MERMAID CATERING SERVICES LLC,** **Abu Dhabi**, U.A.E

For 2 Years.

* Worked as an Accounts Executive for **MERTO TRADING COMPANY, Hyderabad**, India For 3 Year.

**DUTIES & RESPONSIBILITIES:**

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| **ACCOUNTS PAYABLE:**  * + Receiving of Supplier Invoices, passing of Suppliers Invoices for payment i.e. checking the authenticity of the purchase or service in light of the supporting documents like Purchase Order, Pro Forma Invoice, Delivery Note, Receipt Note etc. with proper approvals from the management.
	+ All the Invoices passed for payment should be processed for payment depending on the due date and terms & conditions.
	+ Safe keeping of the documents- All the Invoices should be filed safely and easily traceable.
	+ Maintain Payables PDC.
	+ Handling accounts Payable Aging report.
	+ Ensure to obtain Supplier Statement of Accounts prior to process the payment to them.
	+ Ensure to complete the day to day task on the same day.

**ACCOUNTS RECEIVABLE:**  * + Expertise in Preparing, handling and Issuing Invoices for all Customers.
	+ Assist Accounts Receivable Supervisor in accounting of customer receipts on timely basis.
	+ Maintain Receivables PDC.
	+ Handling accounts Receivable Aging report.
	+ Ensure Cash Sales from all Kiosks deposited into the bank on daily basis.
	+ Ensure to send Customers SOA by end of each month.
	+ Expertise in handling Customers Reconciliation.
	+ Timely follow ups with Sales Persons, Customers and Banks.

**BANKING AND PAYROLL:*** + Ensure bank statement is received from the bank on monthly basis.
	+ Ensure to complete the bank reconciliation at end of each month.
	+ Prepare, Issue, Receive & Keep safe all Cheques.
	+ Prepares Payroll Considering all the deductions, Salary Advances, Allowances and Other Benefits of all Employees.
	+ Timely follow ups with employees to settle Salary Advances or any other advances and accounting of the same.
	+ Computes and Prepares End of Service Benefits of all Employees as per U.A.E Law.
	+ Computes and Prepares Leave Salary for all Employees.
	+ Maintain WPS (Wages Protected System) for the Company.
	+ Uploads all Salaries for the Staff through WPS system.

**PETTY CASH:*** + Preparation of petty cash vouchers for all petty cash expenses.
	+ Ensure proper receipt is obtained for all cash payments
	+ Ensure approvals are available for all cash payments from management.
	+ Ensure timely deposit of huge cash receipts or any other receipts and prompt accounting of the same.
	+ Safe keeping of the vouchers and supporting documentation.
	+ Safekeeping of copies of purchase bills with supporting of all the fixed assets purchased in a separate file.
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**TECHNICAL SKILL SET**

Accounting Packages : Tally, Wings, Focus & Peachtree

Operating Systems : Windows 2003, 2007, (98, 2000, XP)

Office tools : M.S Word, Excel & PowerPoint

**PERSONAL DETAILS**

Date of Birth : 20th August 1990

Linguistic Abilities : English, Hindi & Urdu

Marital Status : Married.

Visa Status : Transferable

Address : Dubai, U.A.E

I Confirm and declare the above mentioned details are true as per my knowledge.