## **MOHAMMED**

**MOHAMMED.347082@2freemail.com**

M.B.A Post Graduate (Finance)

## Summary

* Highly-motivated Accounting professional with 3.5 years of experience in accounting and with a **MBA** degree and specialization in Finance & HR
* Proven record of success performing specialized roles in Accounts Payables & Receivables, Asset Management and supporting in preparing P&L accounts
* Worked with organizations like FACTSET, UNITED HEALTH GROUP as associate in billing and accounting departments
* Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines
* Efficient team member with strong analytical and problem-solving skills and ability to meet strict deadlines, proactive and responsible

Key Skills and Competences:

* Proficient in spreadsheet (MS EXCEL) and computerized accounting systems
* Accounting Applications: Tally ERP.9
* Proficient in Accounts Payable & Receivables process and procedures
* Experienced in preparing & verifying the Purchase Invoices to Delivery Notes and Reconciliation of payments with bills
* Excellent keyboard skills and having ability to quickly load and manipulate data into system
* Proactive and able to do multi-task
* Miscellaneous skills : Hardware basic troubleshoot knowledge

## Work Experience

8th October 2016- 3rd Feb 2017 - Accountant, Email Id: ahbarink@gmail.com

Company: Ahbar Trading Company LLC, Muscat, Oman

Ahbar Trading is an Oman based company. It deals with selling of Toners Cartridges, Computer Accessories to the Home customers as well as to the foreign customers.

**Tasks performed:**

* Preparing Sales Invoice
* Sending monthly or quarterly Statement to the customers based on the agreed terms
* Tracking Accounts receivable to ensure that the credit provided is upto the extent of credit limit
* Preparing Aged receivables and payables report
* Preparing Inventory management report to avoid stockout situation
* Preparing Cash memo for the walkin Customers
* Weekly and Monthly Expenses and Income report to ensure smooth operations.
* Profit & Loss report and Balance Sheet

**17th Aug-2015 – till date** – Associate, www.unitedhealthgroup.com

**Company:** UnitedHealth Group

UnitedHealth Group Inc. is an American diversified managed health care company based in Minnetonka, Minnesota. It is 6th on the Fortune 500. UnitedHealth Group serves approximately 70 million individuals throughout the United States.

**Tasks performed:**

* Maintaining Accounts receivable record which are to be received in the form of Premium
* Manage demographic details of members as per guidance laid down for Health Insurance to the U.S. Citizens which are partially/fully funded by the Federal Government
* Manage policy renewals & terminations based on members request and premium status
* Preparing month end journals and KPI analysis

**8th Oct 2012 – 15th Jan 2015** – Associate, www.factset.com

**Company: FactSet**

FactSet is a multinational financial data and software company headquartered in Norwalk, United States. The company provides financial information and analytic software solutions for investment professionals. FactSet offers access to data and analytics to analysts, portfolio managers, and investment bankers at global financial institutions. It has turnover of US$1.006 billion.

**Tasks performed:**

* Responsible for Payments & Receipts and maintained Accounts Receivable and Payables
* Managed fixed assets information (includes Tangibles, Intangible, Investments)
* Prepared statements for Inventories, borrowings & Loans
* supported and prepared statements to monitor & publish company’s financial results (Profit & Loss a/c)
* Knowledge of yearly performance comparison
* Responsible to attend and publish MoM for weekly meetings with Middle level management and monthly with leadership team
* Analysis of company’s performance in the market through its earnings (EPS, Book value per share, Market Capitalization)

**12th Jan-2010 - 18th Aug 2012** – Junior Accountant

**Company:** A-1 Borewells

A-1 Borewells started it operations in 1997 which deals with Borewell drilling, sales and services of Pumps, Control boards, Accessories, etc. It has turnover of INR 20 million (approx.).

**Tasks performed:**

* Prepared sales invoices, receipts & payments vouchers and Journalized day to day transaction
* Prepared weekly Payroll, purchase and sales reports and bank reconciliations
* Handling incoming cash and posting it into the relevant bank accounts
* Maintained accounting books Sales, Purchase, Cash and Bank Ledgers
* Managed Debtor & Creditor Ledgers and tallied ledgers to control working capital reserves
* Responsible for inventory levels and publishing reports to stock inventory above threshold limits
* Prepared Weekly and Monthly miscellaneous reports to review Receivable and Payables

## Education

**Master’s degree** in Business Administration (MBA) specialization in Finance, JNT University

**Bachelor’s degree** in Commerce (B Com), Osmania University

## personal data

Date of Birth: 06-Mar-1990

Marital Status: Single

Nationality: Indian