******

***FINANCE/ACCOUNTS PROFESSIONAL***

***MOHAMMED***

[***MOHAMMED.349749@2freemail.com***](mailto:MOHAMMED.349749@2freemail.com)

**PROFILE SUMMARY**

* MBA Finance professional with **7.9 Years Experience** (3years, 9 months UAE & 4 Years Indian experience in **Finance & Accounts**).
* Hands-on experience in handling finance functions such as maintenance & finalization of accounts.
* Adroit in overseeing financial statements including Trial Balance, Bank Reconciliation Reports, P&L Account and Balance Sheet.
* Expertise in managing Accounts Payable & Receivable within the pre-set parameters.
* Deft in handling priorities, with a bias for action and a genuine interest in personal & professional development.
* 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.

**CORE COMPETENCIES**

* Expertise in handling Bank Reconciliation, Customer Reconciliation, Supplier Reconciliation, Stock reconciliation etc.
* Expertise in handling Telex Transfers to USA for Import of Goods via Shipments.
* Expertise in handling POS Transactions andBank Statement for all POS Receipts.
* Expertise in handling Debit and Credit Card receipts for fee collection and sales of books.
* Expertise in handling Foreign Currencies like Dollar, Euro, Dirhams and Riyals etc.
* Expertise in preparing letters like Balance Confirmation, Authorization Letters, Request Letters etc.

**ACADEMIC AND TECHNICAL QUALIFICATION**

* MBA (Business Finance& Marketing Management) from IGNOU, University, Hyderabad, India.
* Bachelors of Commercefrom Osmania University, Hyderabad, India.
* Higher Secondary with (Civic Economics Commerce) from SriSrinivasa Junior College, Hyderabad, India.
* S.S.C fromSt. Joseph Grammar High School, Hyderabad, India.
* Good knowledge Peachtree Accounting, Tally ERP9, Wings, Focus and M.S. Excel.
* Typing skill 50-55WPM

**ORGANIZATIONAL EXPERIENCE**

* Presently WorkingasanAccountantfor **SITES POWER TRAINING CENTER,Dubai**,U.A.E. from May 12th 2013 to Till Date.
* Worked as an Accounts Executive for **ADP PRIVATE LIMITED, Hyderabad**, Indiafor2 Years.
* Worked as an Asst. Accountant for**BM APPARELS**, **Hyderabad**, India for 2 years.

**DUTIES & RESPONSIBILITIES:**

|  |  |
| --- | --- |
| **ACCOUNTS PAYABLE:**   * + Receiving of Supplier bills, passing of Suppliers bills 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 bills passed for payment should be processed for payment depending on the due date and terms & conditions.   + Safe keeping of the documents- All the bills should be filed safely and easily traceable.   + Handling accounts PayableAging reports.   + 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 IssuingInvoices for all Customers.   + Assist Accounts Receivable Supervisor in accounting of customer receipts on timely basis.   + Handling accounts ReceivableAging report.   + Ensure Cash Fee Collectionfrom clients andstudents 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.   + Attention to Detail and Accuracy.   + Following up the Outstanding Payments and Missing Payments if any by sending the Duplicate Invoice Copy to the Customers.   + Reporting the Receivables Status to Management at Every Subsequent Month and Quarterly.   **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.   + Ensure to reconcile POS receipts on daily basis.   + 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.   + Maintaining & Controlling the Cash Flow of the Company every day.   **FIXED ASSETS MANAGEMENT:**   * + Safekeeping of copies of purchase bills with supporting of all the fixed assets purchased in a separate file and computes the depreciation for the same.   **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.   + Ensure to make payments for utility bills for the company.   + Safe keeping of the vouchers and supporting documentation.   **FINALIZATION:**   * Assist the Finance team handling of yearend financial audit and responding to various queries of Auditors. * Prepare the accrual schedule & submit to Financial Manager for review at every month end. * Ensure all the accounting entries are reviewed from time to time. |  |
|  |  |

**TECHNICAL SKILL SET**

Operating Systems :Windows 2003, 2007, (98, 2000, XP) and Internet Applications.

Office tools : M.S Word, Excel (H Look up& V Look up) &

PowerPoint

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