

**Mohammad**

**Mohammad.360915@2freemail.com**

**Summery :-**

- *Self motivated and well organized professional with substantial experience and outstanding skills in* *Accounting, with 3 years of experience in Central Private Hospital* ***i****n Sharjah; being able to complete the assigned task within the given time frame with accuracy, excellent interpersonal skills, hard working and results-driven attitude.*

**Education** :-

* **Bachelor of Commerce** :C.S.J.M. University Kanpur India.

**Work Experience :-**

* 1. As An Assistant Accountant (Accounts & Insurance ) From December 2013 till present ( Central Private Hospital ( Sharjah ) –
1. As Reconciliation supervisor( Insurance )

**Responsibilities :-**

* Posting of Entries in ERP software ( Bank receipt ,Bank payments, Contra entry &petty cash ).
* preparing monthly ledger of advances, leave salaries & air ticket of the staff.
* Posting all supplier payments and customer collections.
* Matching invoices against delivery notes.
* Preparation of Cheque.
* Monthly reconciliation with bank statement.
* Handling petty cash.
* Handling cash flow and arrangement of funds.
* Billing & submission of Credit companies.
* Follow up with Insurance companies.
* Insurance reconciliation.
* Preparing monthly ledger of Insurance payments received.
* Resubmission of the insurance invoices.
* Insurance invoice settlement.
* Reconcile and rectify insurance ledger account.

**Professional Skills :-**

MS Word, Ms Excel, Work in any software.

**Languages :-**

English , Hindi & Urdu.