CURRICULUM VITAE

**B.Com, PGDBA WITH 28 YEARS EXPERIENCE (INDIA AND ABROAD)**

**IN ACCOUNTS, ADMIN, HR, BUSINESS OUTSOURCING**

Mohammed



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**HAVING VALID UAE CAR DRIVING LICENSE**

Post applied for : Accounts / Admin / Hr / Stores or suitable position

OBJECTIVE:

Seeking a position to utilize my skills and experience for the development of the concern and for myself where I join.

Professional Experience: 28 Years

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| **Organisation : KPS FOODSTUFF TRADING LLC, Dubai (Temporary Vacancy)****Duration : Nov, 2016 to Jan, 2017** **Position : Accounts Manager****Responsibilities : Accounts upto finalization, reporting to MD****Organization: ASR Group of companies** |  |
| **Duration: 30.12.2015 to 19.10.2016**  |  |
| **Position: Accounts Manager** |  |
| **Responsibilities: Responsible for smooth functioning a/c dept, reporting to GM and Chairman** |  |

***FROM MAY, 2012 TO NOV, 2015 WORKED WITH FARMLAND GROUP***

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| **Organization:** | **M/s. Horizon Aluminium & Steel Works (LLC), *Umm Al Quwain, UAE******(FARMLAND GROUP)*** |
| **Duration:** | **Jun-15 to Nov-15** |
| **Position:** | **Divisional Manager** |
| **Responsibilities:** | * **Direct marketing**
* **Meeting Contractors and Consultants to get business**
* **Procuring funds for business**
* **Planning for procurement of materials**
* **Organising manpower**
* **Liasion with government depts.**
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| **Organization:** | **M/s. Dar Al Irtifa Tech. Cont. (LLC), *Sharjah, UAE******(FARMLAND GROUP)*** |
| **Duration:** | **Jan-15 to Jun-15** |
| **Position:** | **Manager – Business Development** |
| **Responsibilities:** | * **Direct marketing**
* **Meeting Contractors and Consultants to get business**
* **Submission and follow-up of quotations**
* **Submission of bills & follow-up of payments**
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| **Organization:** | **M/s. Farmland Food Products (LLC), *Dubai, UAE******(FARMLAND GROUP)*** |
| **Duration:** | **May-12 to Dec-14** |
| **Position:** | **Admin/HR Manager** |
| **Responsibilities:** | * **Review of Debtors control account**
* **Direct visit to debtors to recover overdue payments**
* **Filing police case against cheque bouncing**
* **Legal action and filing court cases against defaulters**
* **Analyse manpower requirement**
* **Recruiting employees**
* **Employee performance & increments**
* **Verifying employee data records**
* **Approval of employee annual leave & benefits**
* **Co-ordinating with Municipality Authorities**
* **Organising training for food handlers**
* **Conducting meeting with sales team to review of payments**
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| **Organization:** | **M/s. A Victory Home, *Chennai, India*** |
| **Duration:** | **Jan-11 to Apr-12** |
| **Position:** | **Accounts Manager** |
| **Responsibilities:** | * **Monitoring day to day transactions**
* **Review of debtors control account**
* **Review of creditors control account**
* **Checking vouchers**
* **Liaison with banking operations**
* **Approval of quotations**
* **EMI control statements**
* **Control and tracking of PDCs**
* **Guiding subordinates**
* **Conducting meeting with sales team to review of payments**
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| **Organization:** | **M/s Sirohia & Co., (Chartered Accountants), *Chennai, India*** |
| **Duration:** | **Apr-09 to Jan-11** |
| **Position:** | **Senior Accounts Executive** |
| **Responsibilities:** | * **Finalization and Audit of various clients accounts.**
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| **Organization:** | **M/s. M-Three Solutions LLC., *Dubai, UAE*** |
| **Duration:** | **Feb-08 to Feb-09** |
| **Position:** | **Accounts Executive** |
| **Responsibilities:** | * **Finalization of Accounts (Trial Balance, P&L A/C & Balance Sheet)**
* **Accounting Transactions**
* **Bank Reconciliation and review thereon**
* **Debtor’s Ledger review and age-wise analysis of debtors and communication with debtors for collection**
* **Reconciliation of Debtors account and review thereon**
* **Reconciliation of Creditors account and review thereon**
* **Generation of MIS Reports**
* **Internal Audit**
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| **Organization:** | **M/s. Southern Motor Cycles, *Chennai, India*** |
| **Duration:** | **Jul-97 to Nov-07** |
| **Position:** | **Accounts Manager** |
| **Responsibilities:** | * **Accounting transactions**
* **Bank reconciliation and review thereon**
* **Stock statement to Hero Honda Motors Ltd**
* **Debtor’s statement reconciliation and review of debtors & creditors control accounts**
* **Monthly Sales tax, Vat returns**
* **TDS &FBT**
* **Preparing statements for Sales Tax Assessment and hearing**
* **Finalization of Accounts (Trial Balance, P & L, Balance Sheet)**
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| **Organization:** | **M/s. Anaikar Leather Industries Pvt. Ltd., *Chennai, India*** |
| **Duration:** | **Jun-96 to Jul-97** |
| **Position:** | **Executive** |
| **Responsibilities:** | * **Carried out banks works**
* **Negotiation of export documents**
* **Follow-up of remittances from overseas buyers**
* **Follow-up of imports**
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| **Organization:** | **M/s. Arab Desert LLC, *Muscat, Sultanate of Oman*** |
| **Duration:** | **Mar-94 to Apr-96** |
| **Position:** | **Assistant Accountant/Sales Executive** |
| **Responsibilities:** | * **Updating all registers, Day book and Ledgers**
* **Liaison with banks**
* **Reconciliation of bank statements**
* **Reconciliation of debtors and creditors statements**
* **Customer relationship**
* **Follow-up of orders and Collections**
* **Co-coordinating with Sales managers**
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| **Organization:** | **M/s. Brown Leather Co., *Chennai, India*** |
| **Duration:** | **Nov-88 to Mar-94** |
| **Position:** | **Accountant** |
| **Responsibilities:** | * **Updating registers, Day book and Ledgers**
* **Liaison with bank works**
* **Export documentation**
* **Follow-up of receivables**
* **Preparing cheques to suppliers**
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ACADEMIC DETAILS:

* **Post Graduate Diploma in Business Administration**
* **Bachelor of Commerce**

SKILLS AND CERTIFICATION:

* **Diploma in Computer Programming & PC Application**
* **Accounting packages : Tally 9.0 and ACE.**

**Typewriting**

PERSONAL PROFILE:

* **Date of Birth :15th Feb 1961**
* **Sex : Male**
* **Marital Status : Married**
* **Languages Known : English, Hindi, Urdu, Telugu and Tamil**
* **Nationality : Indian**

**I hereby declare that the above furnished information is true to the best of my knowledge and belief**