

 Mohammed

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4 Plus YEARS OF RETAIL AND TRADING EXPERIENCE IN ACCOUNTS AND FINANCE IN UAE seeking a position as in Accounts and Finance where extensive experience will be further developed and utilized.

**Professional synopsis**

* Hold Master of Business Administration in Finance (M.B.A) and Bachelors in Commerce (B.com) (Computers)
* Diploma in Oracle Financials R12 (Procure to Pay – PO-AP-GL)
* Well versed in a computerized accounting Peachtree, Focus, Tally, DAC Easy and Quick Book & MS Office applications
* Diploma in Typewriting Lower from State Board of Technical Education and Training A.P., Hyderabad, India.
* Qualified well trained, senior finance & accounting professional with experience on supervisory positions
* Have detailed knowledge of accounting procedures, finance management, liaison with banks, develop & nurture client relations and budgeting aspects.
* Possess demonstrated ability to work effectively and congenially with employees at diverse levels.
* A good team player with excellent communication & interpersonal skills
* Can multi-task & work under pressure and meet deadlines.

**Key skills & Expertise**

* Customer Aging
* Sales Order Process
* Delivery Order Process
* Customer Reconciliation
* Vendor Reconciliation
* Inventory management
* Bank Reconciliation
* Accounts payables
* Accounts receivables
* Excellent communication
* Multi-tasking
* Enthusiastic & confident
* Quick Learner
* Problem Solving
* Time management

**It Skills**

* Oracle Financial 11i/R12, Tally 7.2, Peachtree, Focus, Wings; and MS-Office Applications.
* ERP Tally9, Sage Evaluation, Microsoft Navision, pivot presentation, Lookup functions)

**Professional Experience**

NHMT (New Hyderabad Medak Transport) April 2017 to Nov 2017

India \_Hyderabad

Accountant

* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* Ensure accurate and appropriate recording and analysis of revenues and payables.
* Explain billing invoices and accounting policies to staff, vendors and clients.
* Negotiated spot rate pricing with different carrier types on expedited shipments to minimize cost and meet delivery requirements
* Managed queries and reporting for upcoming shipments; organized shipping schedules with delivery requirements.
* Carry out reporting, technical and administrative functions in staff benefits and payroll aspects
* Handle the settlement of salaries and wages through the accounts structure and develop periodic payroll reports for the labor department and other organizations.
* Bank reconciliation’s.
* Banking (Cash deposits & withdrawals)

AL OMRANIYA TRADING Co LLC (Dec 2015 to March 2017)

**Dubai - UAE**

Accountant

* Maintaining of accounts in computerized environment (In ERP SOFTWARE)
* Responsible that all transactions are properly accounted and posted.
* Prepares various daily, monthly, quarterly or annual reconciliations, financial analysis, reports.
* Monitor payments and expenditures.
* Reconcile vendor's accounts.
* Negotiate payment terms with vendors/suppliers.
* Provided general support to the Accounting Department.
* Monthly Ageing for the Debtors, Creditors and the Inventory.
* Analysis of Unpaid Prepayments & Aging; with specific focus to aging more than 90 days.
* Keeping the invoices in order so that they can be matched later.
* Attaches the corresponding purchase orders to incoming invoices with all supporting documentation.
* Reviewing invoices.
* Processing check requests when required.
* Preparing and processing payable checks.
* Keeping an account of payments that have been made.
* Analyzing the payable accounts.
* Monitoring accounts to ensure payments are up-to-date
* Resolving the discrepancies related to invoices
* Maintaining vendor files.
* Preparation of day to day accounting entries.
* Reconciliation of Payments.
* Reconciliation of Credit card Transaction.
* Monitor payments and expenditures.
* Analyze the trends for Selling and distribution, Administrative Expenses and staff cost on monthly basis
* Allocation of expenses to various departments (Sponsorship fee, Medical Expenses, Insurance, Rent, Head office overhead.)
* Prepare and check cash deposit slip and cheque deposit slip and posting entry to the intercompany partner.
* Reconciles various accounts by identifying errors in posting or omissions by applying appropriate accounting standards.
* Prepare and check credit sale and posting intercompany journal entry.
* Compare the statement, cash excess and shortage and rectify into the general ledger.
* Check all kind of credit note on return exchange.
* Preparing and entering journal entries and maintained general ledger.
* Physical stock taking, stock reconciliation and stock valuation
* Bank reconciliation of All Branches

EROS – TECH MART (Aug 2013–Oct 2015)

**Dubai - UAE**

GENERAL ACCOUNTANT

Worked with Tech-Mart. It’s a leading distribution company in the Middle East region, which is focusing on Accessories (Telecom & IT) covering over 15 countries in Middle East & East Africa. Tech mart is a partner of global brands such as Nokia and Samsung. Reporting to General Manager on monthly basis over the financial report.

Responsibilities:-

* Preparation of monthly, quarterly and other periodic financial statements and reports.
* Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
* Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity.
* Analysis of stock aging on a monthly
* Scrutiny of accounts-day to day entries, ledger monitoring on weekly basis. Supervision over the work of other team members.
* Scrutiny of GL accounts.
* Processing of sales order, receive orders from consumers, and input information into a computer system.
* Prepare cash and check payments for bank deposit.
* Handle independently van sale department
* Assist in preparation of budgets and final account to Senior Accounts staff,
* Location wise material issues to each customer for delivering the goods on time.
* Material issue and material return entry Inventory return entry of each location for Carrefour, jumbo, Emax etc.
* Customer wise Reconciliation and Verify customer balances and rectify discrepancies in accounts receivable books.
* Take ownership of customer issues in order to follow-up on outstanding requests and escalate issues whenever it necessary.
* Making a receipt and payment entry for each customer.
* Communication with vendors.
* Collection of cash and cheque from salesman and deposited into bank and reconciliation of cash and bank account.
* Reconciliation of bank and posting the contra entries into account.
* Journalizing the weekly wages, petty cash, cash /credit memo and other entries and posting entries into books of account.
* Distribution of petty cash to salesman on weekly basis.
* Making of defective replacement voucher whenever defective items received and issues credit note when goods returns.
* Weekly stock reconciliation after the stock take and check physical stock of each salesman
* Submission of stock report as and when required by management.
* Bank Reconciliation
* Perform related work as required.

Lals Group of Companies - (APR-2012 –To Jul-2013)

**Dubai - UAE**

**Accountant**

Worked with Homes r us (Unit of Lals Group) which is a well-known retail outlet of furniture and home décor with over 11 showrooms across UAE and 2 in GCC, Reporting to accounts Manager, on monthly basis over the financial report.

* Checking journal entries, bank statements, inventories, expenditure, and other accounting and financial records and ensure numerical accuracy and completeness with established accounting standards.
* Processing a high volume invoices.
* Prepare and check cash deposit slip and cheque deposit slip and posting entry to the intercompany partner
* Prepare and check credit sale and posting intercompany journal entry
* Compare the statement, cash excess and shortage and rectify into the general ledger
* Check all kind of credit note on return exchange.
* Verify discrepancies by and resolve clients billing issues
* Facilitate payment of invoices due by sending bill reminders and contacting clients
* Post customer payments by recording cash, checks, and credit card transactions and entering them into the general ledger or accounting software
* Prepare cash and check payments for bank; totalling and recording the deposit amounts, filling out deposit slips and bundling the funds and slips; making deposits at the bank
* Update receivables by totalling unpaid invoices
* Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
* Resolve collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department
* Reviewed A/R reconciliation and aging report and monitor daily collection
* Handling all telephone inquiries relating to accounts payable issues.
* Corresponding with vendors and respond to inquiries.
* Processing daily cash receipts.
* Collecting all invoices and obtaining approval for payment.
* Recording all cash activity on a daily basis.
* Providing support documentation for audits.
* Matching cheques to corresponding invoices.
* Posts customer payments by recording cash, checks, and credit card transactions.
* Prepared and checked bank reconciliation for accuracy.
* Ability to understand various types of reconciliations.
* Review and processes all petty cash payments.
* Generating different type of reports as per management’s requirement.
* Physical Verification of Stock.

**Education / Certification**

* MBA – Master of Business Administration (Finance) –(2009 to 2011) Osmania University,

 Hyderabad, India

* B.com – Bachelor of Commerce (Computers) – (2005 to 2008) Osmania University, Hyderabad,

 India.

Certifications:

* Diploma in Computer Accountancy – irasna computer, Hyderabad, India
* Diploma in Oracle Financial (Procure to Pay cycle) – Institute of LCC, Hyderabad, India

**Personal Details**

Age &Marital status : 28, Married

Gender : Male

Nationality : Indian

Languages Known : English, Hindi, Telugu, Urdu.

Joining : Immediately

Visit Visa : Valid till 12th March 2018.

References : Available upon request.

**Declaration:**

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned information.