**Mohammed**

******Mohammed.233297@2freemail.com**

### Career Objective:

###  Excellent accounting skills, with experience in J.D Edwards and trained in S.A.P FI and other Accounting packages, dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

**Accounting Skillset**

**Masters in Commerce/Trained in S.A.P Finance/ Accounting Software applications**

Financial Management professional with sound understanding of all phases of accounting, information systems, operational improvements and streamlining financial operations. An accomplished finance-practitioner acknowledged for sound-decision making abilities, analytical skills, business acuity, ongoing education, and problem solving skills. Established track record in leading critical planning, analysis, and positioning & delegation of finance functions. Demonstrated ability as a reliable one-point-person for finance & administration.

**Competencies**

* **A/R, A/P** & General Ledger - Credit Control & Collections
* Process Improvement/restructuring - Technology System conversions
* Internal controls & Fiscal procedures **- ERP S.A.P FI, Tally & M.S office**
* Accounting and administration operations - Cash-flow Management

**Professional Experience & Achievements**

**Accountant Sept. 2013 – Till Date**

**M.F Polymer (Hyderabad,India)**

**Receivables / Payable Accountant**: Instituting internal control systems viz. receivables and payables, managing Debtors including Timely Realization and Conducting Aging Analysis. Monitoring collection & debtor credit limit; and preparing outstanding statements, Credit Index Reports and Defaulters List.

**………………………………………………………………………………………………………………………………………………………**……………

**Accountant Jan 2009 – August 2013**

**International Tube & Conduit Company (Jeddah, KSA)**

Prime responsibility is to oversee Accounts Payables & receivables while processing of all National & International National Invoices in time. Subsequently verifying the invoices with corresponding PO’s and agreements of the suppliers. Processing payments for all suppliers and reconciliation of accounts & reports. Collaborate with and advice Compliance department on yearly audit process. As well, held responsibilities for generating monthly and quarterly financial reporting, analysis and process.

**Achievements:**

* Successfully Maintained Company Financial Accounting & Accounts Receivables
* Successfully controlled and managed Creditors and preparation of Creditors Outstanding’s and reporting to Management
* Recognized for Achieving companies accounting objectives and got promoted.
* Recognized for using accounting applications with expertise and minimizing errors.

**Jr.Accountant Jan 2007 – Nov 2008**

**Danube Company for Food & Stuffs (Jeddah, KSA)**

Carried out activities that encompassed; preparation of Monthly Statement of Credit Customers. Conducted physical verification of accounts and subsequently managing Client’s accounts with right book-keeping. Alongside submitting monthly & quarterly financial assessment reports and analysis.

Processing of Credit Customers Statement and reconciliation of accounts & reports. Collaborate with and advice Compliance department on yearly audit process.

**Achievement**

* Successfully Maintained Company receivables.
* Successfully Worked for 2 year with and enhanced accounting skills
* Recognized by the management as the best employee of the year 2008
* Awarded Best Performer (account receivables) for 2007 and 2008

**Accounts Admin Aug 2004 – NOV. 2006**

**Azam Hospital, Hyderabad, India.**

Preparation and generation of receipts and payments. Maintaining of Cashbook, Sales register, Purchase register. Daily posting in Journal ledger and prepare monthly Trial balance. Preparation of Trading and Profit & Loss Account, Balance sheet etc. Maintenance of Day to Day transactions. Preparation of Payroll and maintenance of petty cash.

**Education**

 **2004 – Masters in Commerce (MCom)**

 Osmania University, Hyderabad, India

 **2002 – Bachelor of Commerce & Computers**

 Osmania University, Hyderabad, India