**Mohammad Nawab Alam**

**Address for Correspondence**

**PO BOX: 2939 PC:112 Muscat Oman #968-93353138**

[nawab.mfc@gmail.com](mailto:nawab.mfc@gmail.com)

------------------------------------------------------------------------------------------------------------

**PERSONAL TRAITS AND SELF RESUME**

An efficient and highly motivated professional with 9 years of global experience in managing account and finance department. Professionally qualified (**Master of Finance and Control**) with **ERP** experienced Individual. **Pursuing ACCA (Four paper cleared)**.  I have very good knowledge of accounting and finance.

Always intend to justify my role in any work and relations. I have a keen attitude towards gaining professional excellence through team efforts. Willingness to travel anywhere and wider area as needed.

**Gulf Experience (Oman)**

1. June15-Till date: Jumbo Electronics Co. Ltd, Oman

Designation: Financial Accountant

**Responsibilities Assigned**:

• Accounts Payable/Receivable

• Payroll Accounting

• MIS Reporting

• Ensure all payments made are made according to company policy procedures  
  
• Prepare reconciliations monthly/yearly financial statements to be reviewed with the Finance Manager  
  
• Prepare review expenses, payroll and invoice documents

• Purchasing and making payments  
  
• Ensure invoices have gone through detailed verification

• Work with HR to assist in the administration of offshore labor contractors

2. **Oct 2010-Sep 2014: International Golden Furniture Co. Oman**

Designation: Accountant

**Responsibilities Assigned**:

* To verify, rectify and approve General Ledger Transactions, Payable Transaction, Receivable Transactions, Fixed Assets Transactions and Petty Cash Transactions;  
  To verify and approve Monthly Provisions;
* To Adjust Monthly Advances, Pre-payments;
* Preparing final account
* To verify temporary Cash Advances;
* To Supervise Cash and Bank Salaries Disbursements;
* To maintain and monitor Cash Limits for Area Accountants;
* To countersign the balance confirmation certificate of Accounts Payable;
* To prepare & send Daily Cash/Bank Balance Report (Cash Liquidity Report) to “Group Chief Finance Officer”;
* To verify Purchase orders with invoices & payment certificates;
* To record and post suppliers’ invoices;
* To generate vendor related reports
* To finalize Cash Requirement Summary;
* To issue payments and post transactions;
* To co-ordinate with relevant departments;
* To prepare monthly provisions;
* To follow-up with vendors and investigating issues/problems & filing and maintaining vendor files
* To Initiate the Balance Confirmation Certificate of Suppliers;
* To Co-ordinate with the Store Keeper & assign the Fixed Assets numbers;
* To be responsible for reconciling the Fixed Asset System to the General Ledger each month
* Responsible for maintaining accuracy of data in the Fixed Asset System
* To verify material transfer notes;
* To run the monthly depreciation in system;
* Opening bonds and LC

**India Experience**

2. **July08-Sep10:   Outpost Diner Pvt. Ltd**

Designation: Accountant

**Responsibilities Assigned:**

* Recording daily, weekly, monthly transaction up to finalization.
* Handling petty cash.
* Preparing cash flow reports
* Preparing salary statement.
* Preparing weekly meeting presentation.
* Managing and meeting budgetary requirement.
* Preparing final reports for presenting before outside auditors.
* Preparing daily sales and collection report to present before account manager.
* Keeping stock updates for further purchasing or selling
* Making monthly report to report to the G.M
* Preparing final report for internal audit purpose.
* Making LPOs
* Keeping assets record and depreciation schedule.
* Keeping cash and bank updates and their reconciliation.
* Purchasing of items and keeping their records in accounting package and excel.
* Preparing outstanding report and Aged distribution.
* Preparing related party reconciliation.
* Monthly payment report for water, electricity, telephone, rent etc.
* Preparing monthly expenses report for budgeting control.

3. **June05-May06: MAS Project Pvt. Ltd**

Designation: Accountant

**Responsibilities Assigned:**

* Entries of daily transaction, payment and receiving of cash, stock updating, monthly transaction, entries up to finalization etc.

**AREA OF INTEREST**

* Accounting, costing. Islamic Banking, Capital Market etc.

**PROFESSIONAL QUALIFICATION:**

* **Pursuing ACCA.**
* **MFC (Master of Finance and Control) from Aligarh Muslim University, Aligarh in August 2008**

**ACADEMIC QUALIFICATION:**

* B.Com (Hons.) from J.P.University
* Intermediate(Commerce)from D.A.V Collage
* High School- BSEBP

**COMPUTER SKILL**

* Window, M.S office(Word,Excel,Power Point etc)
* Excel
* **Tally 9.0 ,7.2**
* **Orion ERP**
* **JD Edward ERP**
* Peachtree

**HOBBIES**

Reading, Traveling etc.

**Passport Details**

Nationality: Indian

Passport No.  :  L 3862246

Place of Issue: Patna (Bihar)

Date of Expiry: 25/09/2023

**PERSONAL DETAILS**

Date of birth: 01st March 1985

 Marital status: Single

Father’s name: Md.Nasrullah Ansari

Gender   : Male

 DATE:

PLACE:                                                         **(Md. Nawab Alam)**