



PEER MOHAMMAD

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Gender: Male **Date of birth:** 01/04/1991 **Nationality:** Indian

WORK EXPERIENCE

[18/12/2021 – 09/05/2023]

ACCOUNTANT

FGF TOWING & RECOVERY <https://www.fgftrp.ae/>

Country: United Arab Emirates

Email address: hr@fgf.ae

Business or sector: Transportation and storage

Manage all accounting operations activities, including billing, invoicing, cash, and bank transaction, prepare a summary of receivables, payables and bank balance, sales report on a daily basis, month end closing, all journal entry of accrual, prepaid, depreciation, payroll processing, VAT return.

Manage working capital, credit control, budgeting and forecasting, analysis of financial statement, preparation of balance sheet, income statement and cash flow statements, MIS reports.

[26/07/2019 – 20/04/2021]

FINANCE ASSOCIATE

HCL TECHNOLOGY LIMITED <https://www.hcltech.com/>

Country: India

Email address: dharmendra.v@hcl.com

Business or sector: Financial and insurance activities

Gathering and collecting of all financial data and information from client, and data amendment, prepare financial reports and analysis of financial statements, as per data provided.

Updating financial spreadsheets and reports with the latest available data to client, checking documents, anti money laundering reports of customer.

[01/04/2015 – 28/06/2019]

FINANCE EXECUTIVE

SSAK SOLUTION SERVICES PVT LTD <https://www.ssak.co.in/>

Country: India

Email address: hr@ssak.co.in

Business or sector: Information and communication

Recording for day-to-day accounting transactions in accounting system, handling petty cash, prepare invoices and receipts, follow up with customer for pending and about to be due invoices.

Posting all expenses and vendor bills, and process for payment, and manage all issued cheques, assistance in monthly and annual closing of the books, payroll processing, VAT return, MIS reports.

EDUCATION AND TRAINING

[2013 – 2015]

MBA (Master of Business Administration) - Finance

Uttar Pradesh Technical University <https://aktu.ac.in/>

Address: Vistar Yojna, AKTU CDRI Rd, Naya Khera, Jankipuram, Lucknow, 226031, Uttar Pradesh, India

[2010 – 2013]

B.Com (Bachelor of Commerce)

Mahatma Gandhi Kashi Vidyapith University <https://mgkvp.ac.in/>

Address: Station Road, Maldahiya Crossing, Maldahiya, Kashi Vidyapith, Chetganj, Varanasi , 221002, Uttar Pradesh, India

LANGUAGE SKILLS

Mother tongue(s): Hindi

Other language(s):

English

LISTENING B2 READING B2 WRITING C1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B1

Urdu

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

DIGITAL SKILLS

Citrix VDI | Microsoft Office | ERP Tally | Zoho Book | Outlook | SAP-FICO | Power Query ,Power BI | MS office Excel | Zoho Project Management

PROJECTS

[2014]

SSAK SOLUTION SERVICES PVT LTD

Leding a cross-functional team to analyze and improve working capital management processes, optimizing cash flow, reducing financial risk, and enhancing liquidity.

HONOURS AND AWARDS

[2019]

Best Performance Award Awarding institution: HCL TECHNOLOGY LIMITED

Achieved best performance of the month Oct, Nov, Dec 2019 through efficiency and accuracy.

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.