

MOHD IMRAN
MBA [Finance & Accounting]
Email:
mohdimran3107@gmail.com
Contact Mobile:
00971543587270 Ajman, U.A.E.
Visa Status: Residence
Employed No Objection
Certificate Available.



Career Objective:-

Having the zeal, the enthusiasm, the dedication and motivation to be a constructive in all aspects and related to accounts and as well as other organizational functions. Seeking to lead an interesting position with a growing company and integrate my accounting skills in the Organization. Accountant Assistants perform daily bookkeeping and file maintenance for their clients, as well as other office work and file maintenance. Example resumes of Accountant Assistants highlight duties like controlling, verifying, and generating invoices for suppliers; and preparing accounts.

Professional Work Experience:- 1

Organization : Al Asalah Electro Mechanical cont. L.L.C
Sharjah, [UAE]

Designation : Accountant

Duration : March 2018 to May2020.

Job Responsibilities:-

- Accounting software implementation, customize reports, create chart of accounts
- Handling site, sales co-ordination, and procurement.
- Overseeing the company bookkeeping system
- Record Sales Invoices, Purchases Vouchers.
- Issue receipts to clients/others for cheques/cash received. Arrange to deposit cash/cheques into the bank and posting of all bank transactions.
- Preparation & Verification of Electricity, Etisalat & DU bills payment on a monthly basis.
- Handling Receivable and Reconcile supplier accounts and statements.
- Handling Payable and Reconcile customer accounts and statements, Provide Aging reports.
- Handling Petty Cash Reporting/Reimbursement
- Bank & ledger Reconciliation.
- Handling the Payroll including preparation of Salary with WPS, Leave Salary, air Fare & Gratuity.
- Making Journal Vouchers (Expense related, Dr/Cr Note, Fixed asset, Prepaid expense, Prepaid Insurance, closing entries)
- Closing of Account (Monthly, Quarterly, Annually) and Preparation of Fixed Asset Register, Prepayment Schedule and Provisions for Leave Salary and Gratuity.
- Budgeting, monthly event-wise Profit and Loss.
- Monitor and review accounting and related system reports for accuracy
- Finalization of Accounts including Preparation of Profit & Loss Account, Balance Sheet.
- Preparation and submit VAT Return.
- Audit support (Internal & External).
- Helping Administration and HR department.
- Attends and participates in meetings as required

Professional Work Experience:- 2

Organization : Al Saad Stationery & Office Equipment
Ajman, [UAE]

Designation : Accountant Assistant

Duration : Feb 2017 to May 2018.

Job Responsibilities:-

- Pack Accounting for the all modules such as accounts payable, account receivable, cash management, general ledger and inventory modules End to End Accounting.
- Prepared annual company accounts and reports and Revenue Recognition.
- Invoicing and Cash Application.
- Accounting for Fixed Assets and Depreciation.
- Expense Booking, Provision and Accruals.
- Prepared weekly and monthly financial report accounting for Leases.
- Processing Employee and Vendor Payments.
- Related Party Accounting.
- Assist with quick book to ensure all data is entered correctly & Reconciliations.
- Prepare Financial Statements and supporting schedules according to month-close schedule.
- Maintain company's VAT records and ensure they are fully up to date at all times.
- Perform an advisory role on all tax matters and ensure implementation of best practices.
- Review existing contracts, accounting systems and procedures.
- Interface all VAT audits.
- Answered telephones and solved customer queries.
- Management Reporting and Analysis.
- Preparation of Annual Budgets.
- Preparation of Audit Schedules and catering to all audit requirements.
- Coordinating for ERP Implementation

Professional Work Experience:- 3

Organization : Karvy Computershare Pvt Ltd.
Hyd, [India]

Designation : Account Relation
officer (ARO)

Duration : Sep 2014 to Jan 2017 (2Years)

Job Responsibilities:-

- Tally ERP Accounting for the all the modules such as accounts payable, accounts receivable, cash management, general ledger and inventory modules
- Analyzed accounting statistics and prepared financial reports
- Consolidated accounts payables, receivables and payrolls.
- Generated budgets/forecasts for the management team.
- Managed and recorded expenses.
- Prepared annual company accounts and reports.
- Prepared and processed documents to disburse funds and make deposits.
- Prepared weekly and monthly financial reports.
- Maintained files, and computerized accounting databases credit.
- Responsible for providing regular input on monthly reports.

Academic Profile:

- **Masters of Business Administration in Finance & Marketing** (major in finance) from “Osmania University” [May 2015].
- **Bachelors of Commerce** from affiliated to “Osmania University” Hyderabad, India [March 2012].

Technical Skills:

- Diploma in Oracle ERP Module
- Good knowledge in the field of finance and accountant sector..
- Excellent in tally, Ikat, DTP, Ms-Office, (Word, Excel & PowerPoint)

Personal Profile:

Date of birth : 31st July, 1992
Nationality : Indian
Gender : Male
Marital Status : Single
Languages Known : English, Hindi, Telugu & Arabic.
Visa status : Employed
Passport number : N6865770
Address : Ajman,
United Arab Emirates

Declaration:

I hereby declare that the above mentioned details are true to the best of my Knowledge

Place: U.A.E.

MOHD IMRAN