

Mohammad Nawab Alam

Address for Correspondence

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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)