



CAREER ABRIDGMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

TEAM WORK

WORK ETHIC

ANALYTICALS SKILLS

PROACTIVE

DECISION MAKING

DATA COLLECTION

CUSTOMER SERVICE

PROBLEM SOLVING ABILITY

ORGANIZING SKILL

HARDWORKING

WORK EXPERIENCE

CUSTOMER SERVICE

| Aug 2021- present

Dubai Airport

Working in role of acting team leaders

KEY RESPONSIBILITY

- Providing a world class experience to all the passengers travelling through dubai Airport.
- Direct guest's where to go and connect them to the next step of the journey.
- Promote our service and products to guests and recommend things to do.
- A well experienced person in handling guest with remarkable skills experience and proactive nature
- Resolved guests enquiries and escalate any issues.

ACCOUNTS EXECUTIVE

| July 2020 - May 2021

Chennai Spice Restaurant llc

KEY RESPONSIBILITY

- TALLY accounts payable and receivable to all kinds of entries bank statements into the accounts system.
- Amazing ability to multi-task and handling chellange in account fields.
- Strong accomplished experience in restaurants fields.
- Preparing monthly even annually through P&L accounts and other reports submitted to Management.
- Managing financial department with responsibility for bedgets accounts payable and accounts receivable.

CONTACT

+ 971565524564

mohamedkhan255@gmail.com

linkedin.com/in/mohamed- ihap-0253181a3

DUBAI, UAE

ACADEMIC CREDENTIALS

BACHLOR OF BUSINESS DMINISTRATION

- Bharathithasan university

HIGHER SECONDARY

- Board of higher secondary examination,Tamil Nadu,India

COMPUTER PROFICIENCY

TALLY
MS OFFICE
AABYY
EXCELLON



AREA OF INTEREST

- ACCOUNTING
- BANKING
- PROBLEM SOLVING
- PERSUADING AND ORGANIZING
- ORGANIZATIONAL MANAGEMENT
- AUDITING AND ANALYSIS

LANGUAGES

ENGLISH
HINDI
TAMIL
MALAYALAM



INTERESTS



LICENSE DETAILS

Light Vehicle License
Traffic no. 16434524
Issue date: 16/03/2025

REFERENCE

- AVAILABLE UPON REQUEST

ACCOUNT EXECUTIVE | July 2018 - sep 2019

Xpitax solution pvt Ltd

KEY RESPONSIBILITY

- Responsible of performing tax analysis in pdf methods system.
- Assisted with responsible to state and federal tax audits.
- It made on US taxes in process.

PERSONAL STRENGTH

- **Communication** — Interpersonal skills - verbal, problem solving and listening skills in any administrative role.
- **Service** — Having a Client focused approach skills including patience, attentiveness and a positive language.
- **Organization** — helping others, organizing a to-do list , prioritizing task by the deadline for improving time management.
- **Management** — management skills to direct others and review other performance.

PASSPORT DETAILS

PASSPORT NO : S2797385
DATE OF EXPIRY : 30/05/2028
VISA STATUS : RESIDENT VISA
DATE OF EXPIRY : 12/08/2026

DECLARATION

I hereby declare that the above- mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MOHAMED IHAP