



# MOHAMED IHAP

Customer Service  
| Accountant | Driver

## CONTACT

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DUBAI, UAE

## ACADEMIC CREDENTIALS

### BACHLOR OF BUSINESS ADMINISTRATION

- Bharathithasan university

### HIGHER SECONDARY

- Board of higher secondary examination, Tamil Nadu, India

## COMPUTER PROFICIENCY

TALLY  
MS OFFICE  
AABBY  
EXCELLON



## AREA OF INTEREST

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

## 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 Ilc

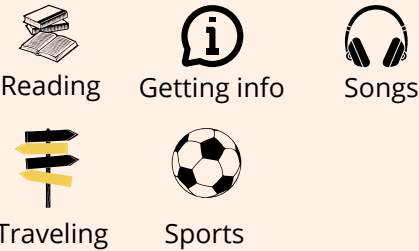
#### KEY RESPONSIBILITY

- 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.

LANGUAGES



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

MOHAMED IHAP