

MOHAMED IMRANKHAN

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CAREER OBJECTIVE

Successfully completed my academic education in Finance & System and started my career in Accounting. Currently having 9 years of accounting experience in a multiple sectors viz. Telecommunication, General Trading and Construction. Currently seeking Finance related position in your esteemed organization, my skills and experience will support your organization as well as my career growth.

PROFESSIONAL QUALIFICATION

Degree	Institution	Year
Master in Business Administration - MBA (Finance & System)	Sathyabama University, Chennai, India	2008-10
Bachelor in Commerce - B.Com	Bharathidasan University, Trichy, India	2005-08

INTERNATIONAL EXPERIENCE PROFILE

MONALISA GROUP LLC - AJMAN

(Construction & General Trading)

Sept 2015 - May 2019

General Accountant - Responsibilities

- Dealing with Export, Import and Trading sales invoices, purchase, **receipts** and **payment** vouchers.
- Monthly wise closing of all job cards by checking and **analysis** the costs of each project to generate the revenue.
- Accounts Receivable (AR) - **Follow up** with **customers** and ensure to **collect** the payment on right time.
- Accounts Payable (AP) - **Receive Invoice** from **vendor** and ensure to **match** PO then posting the invoices.
- Handle **fixed** and **variable expenses** in a business and make entries for **Prepayments, Outstanding** and **Accruals**.
- Correct the errors in trial balance then prepare **Income statement** (Profit & Loss Account).
- Prepare **Cash Flow** and ensure that **sufficient funds** are available to meet ongoing operational transactions.
- Prepare **MIS reports** and reporting to the MD & GM.
- Prepare **Sales report** for the **management** to monitor the target achievement.
- Handle multiple **UAE banks** and perform online **fund transfers** to **local** and **international** suppliers.
- Monthly **reconciliation** of **inter-company** Bank accounts.
- Preparation of **Tax statement**.
- **Filing** of the **return** with the tax authority.
- Vat Accounting with **FTA Compliance** (Returns, Voluntary disclosure/ Tax Assessment, Refund, Import Declaration for VAT payment and E-guarantee application & cancellations).
- Preparation of monthly **Payroll statement** and **arrange salary** and ensure Leave salary, Allowances, Gratuity.
- **Communicate** with **Bank** for the **credit cards**, O/D facility, Bills discounting and Telex transfer (TT)
- Assist month end and Annual closing with Finance controller and liaise with external auditors.

UNIVERSAL GEAR FZC - DUBAI

(General Trading)

Nov 2011 to June 2015

Accounting Assistant – Responsibilities

- Preparing **Business Transaction** using **Accounting System** software.
- Making Invoices, **Debit notes, Credit notes, Bank payments and Cash receipts.**
- Maintaining the **all Business** relates **Incomes and Expenses** accordingly.
- Follow ups **PDC cheque** and **outstanding payments.**
- Ensure **cash** and **cheque** received are **deposited** promptly in the bank.
- Maintaining the **books of account** as per **business related transaction** promptly and as per management.
- Monitor and maintain the Prepaid Accounts (**advances, rent, and deposits**)
- Maintaining the **multiple company accounts** (Dubai and Saudi Arabia).
- Make **Outstanding Reports** each expense.
- Monitoring **Statement Of Account** for all the **customers and Suppliers** reporting to the manager.
- Day-to-day update the **petty cash transactions.**
- Prepare **financial statement** and reports to the manager.

STERIA INDIA LTD - CHENNAI

Jun 2010 to Aug 2011

Process Assisant – Accounts Payable Responsibilities

- Received the Vendor Invoice from **Markview App.**
- **Analysis** the invoices (**Date, Invoice number ,Po number, Both Supplier and Customer address, DO**)
- **Finally Posting** the Invoice to **Oracle11i**
- Communicates effectively to suppliers and procurement staff on **any invoice discrepancies**
- Error invoices **Canceled or re-post** in the Oracle11i.
- Handling exceptional invoice **queries from location** and resolve that **re-posting** the invoice.
- Validates invoices for **accuracy, assigns correct vendor code**
- Handling **Front office mails** and gives a **prompt response** to the customers immediately.
- Prepare **Accounts Payable** invoices in the **MS Excel sheet.**
- **Communicating & corresponding** to the respective front offices.
- Communicates with **suppliers and internal clients** to **clarify and resolve issues.**
- Maintaining **SLA's (Service Level Agreement)** agreed with front office for all process.
- To **performed and achieved** the **targets.**

COMPUTER PROFICIENCY

Well versed with the latest versions of the following:

Microsoft Applications	Experience of various Accounting Software
✓ MS Excel	✓ Quick Book Accounting
✓ MS Word	✓ Tally
✓ MS Outlook	✓ Peach tree
	✓ Retail PRO
	✓ Oracle 11i

PERSONAL TRAITS

- Open to new technologies, quick learner and hard worker.
- Creative thinking with well-organized positive mental attitude.
- Excellent verbal and written communication skills.
- Comprehensive problem solving abilities & ability to deal with people diplomatically.
- A remarkable team player Enthusiastic, honest, diligent & dependable.
- Able to work under time pressure & flexible in dealing with people from different walks of life.

LANGUAGES

- English
- Tamil
- Malayalam
- Hindi (Basic)

PERSONAL DETAIL

Date of Birth: January 11, 1986

Nationality: Indian

Passport No: U0007290