

MOHAMAD AL AMAN
ASANA MARRIKAR



Personal

- Address**
Abu Ahamed Building, G4, Al Raudha Street,
Umm Al Quwain, United Arab Emirates
- Phone number**
+971 55 389 2638
- Email**
alamanamm@gmail.com

Interests

- Travelling

Skills

- Microsoft Office ● ● ● ● ●
- Accounts ● ● ● ● ●
- Sales ● ● ● ● ●

Languages

- English ● ● ● ● ●
- Hindi ● ● ● ● ●
- Malayalam ● ● ● ● ●
- Arabic ● ● ● ● ●

Successful Manager and Accountant equipped to plan, lead and optimise operations for changing landscape. Accomplished in delivering above-expected results while streamlining operations. Ambitious to affect change and bring results for Disposable and Catering Items.

Work experience

- General Manager** Oct 2018 - Present
Al Shurfa Plastic Trading Co.LLC, Umm Al Quwain
 - Delivered business strategy to drive revenue and operational efficiencies.
 - Recruited top-performing candidates to build staff retention and team performance.
 - Monitored and evaluated teams, identifying and targeting opportunities for improvement.
 - Managed all purchasing, sales, marketing and customer account operations to ensure efficiency and performance.
 - Oversaw accounting systems to optimise cash flow and reporting processes.
 - Implemented effective customer service procedures to encourage positive feedback.
 - Completed stock ordering, replenishment and inventory management.
 - Increased revenue streams by reducing costs, managing schedules and performing variance and risk analysis to implement corrective actions.
 - Monitored progress by establishing plans, budgets and measuring results.
 - Managed all merchandising, replenishment and inventory decisions to drive growth.
 - Enhanced resource allocations while monitoring expenses.
 - Negotiated with suppliers to minimise costs and enhance service delivery.
 - Drove sales and maintained cost controls.

- Accountant** Apr 2015 - Sep 2018
Al Shurfa Plastic Trading Co.LLC, Umm Al Quwain
 - Reconciled accounts from income and expense data to net worth and assets.
 - Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
 - Filed tax returns and prepared governmental reports in compliance with strict standards.
 - Analysed monthly reporting to reconcile production operations and general ledger.
 - Prepared budget forecasts.
 - Provided supplemental, Management Reporting information.
 - Maintained integrity of general ledger, including chart of accounts.
 - Cooperated with senior leaders to create operating budgets and initiate financial planning.
 - Analysed monthly balance sheet accounts for corporate reporting.
 - Set up and improved accounting systems and processes to meet business needs and maximise effectiveness of operations.
 - Prepared VAT and income tax forms for commercial and individual clients.
 - Accurately tracked tax, invoicing and budget information using QuickBooks.
 - Created periodic reports comparing budgeted costs to actual costs.
 - Prepared reports and presentations for executives with excellent copywriting and data visualisation.
 - Installed internal controls and set up standard procedures for business accounting systems.
 - Completed reviews of personal or business records in cases of insolvency and bankruptcy.
 - Managed financial updates, watch lists and insurance files.
 - Compiled general ledger entries on short schedule with 100% accuracy.
 - Provides supplemental, information for Financial Reporting.
 - Ensured timely bank payments.
 - Exposures to Inventory reports preparation.
 - Audit financial transactions and documents.
 - Coordinated with external Audits.
 - Maintained historical records.
 - Managed all accounting transactions.
 - Produced accurate tax returns complying with official requirements and serving client needs for minimising liabilities.

Sales Cashier

Jan 2013 - Nov 2014

Richsonic, Colombo

- Maintained excellent client satisfaction by providing professional, courteous customer service.
- Process sales transactions.
- Operated cash registers with proficiency during high-volume shopping times, reducing customer queues.
- Processed sales, exchange and refund transactions efficiently to reduce customer waiting times.
- Processed cash, cheque, credit and debit payments accurately and efficiently, minimising till discrepancies.
- Regularly cleaned and straightened work areas, ensuring stores stayed tidy in line with company standards.
- Issued receipts for customer purchases and gifts, advising on in-store return and exchange policies.
- Educated customers on promotions, offers and special events to enhance product sales.
- Encouraged customers to join in-store reward programs, promoting loyalty and increasing sales possibilities.
- Checked notes with money checking pens and examined coins carefully to spot and refuse counterfeit currency.
- Completed opening and closing procedures each day.
- Assisted in smooth running of shop floor processes by helping customers locate items and ensuring signage and pricing accuracy.
- Reduced customer wait times through optimised checkout processes.
- Report issues with equipment.
- Assist in stocking and rotating merchandise.
- Report issues with equipment.
- Work as a team to meet store sales goals.
- Handle customer complains.

Education and Qualifications

AAT

Jan 2010 - Dec 2012

Global Higher Education, Puttalam

Successfully completed AAT Stage 1 & 2

Advanced Level

Jun 2007 - Aug 2010

Zahira National College, Puttalam

Successfully completed Advanced Level

References

Mohamed Ahmed Rashid Helal Al-Ali

SKMCA

+971565363255

Mohamed.helal@skmca.ae

Mohamed Suhair

GoldFinchs Tourism

+97142658666