

M. Mohamed Imran

Mobile: +971554261428 | E mail: mohamedimran102@gmail.com

Objectives

To Work constantly and diligently towards acquisition of critical skills and expertise need for a highly challenging career in professional organization, where opportunities exist for professional growth and career advancement.

Work History

06/2014 - current **Accountant**

Al Huda Investment LLC - Dubai

- Prepare Journal entries and complete general ledger operations.
- Petty cash handling, Reimbursement of staff expenses.
- Handled daily cash collection and making cash posting to ledger account.
- Reconciling invoices to ensure accurate and releasing the payments to supplier.
- Handling accounts payables and accounts receivables.
- Prepare debit note and credit note.
- Reconciling the intercompany statement on weekly basis.
- Reconciliation of bank and outstanding cheques clearing on daily basis.
- Investigated and resolved outstanding issues.
- Prepare the report of buying and selling securities.
- Prepare the financial statement.
- Prepare the income and balance sheet statement & finalization.
- Preparing the payroll for the staffs.
- Preparing the VAT report.
- Protect the company's value by keeping information confidential.
- Updating, processing and filing all documents.

07/2013 - 04/2014 **Analysts (Account Payable)**

Flextronics Technologies LTD - Chennai

- Processing invoices (invoices with PO and Non PO) as per the standard operating procedure with in BAAN.
- Responding to the E-mail queries related to AP and providing timely resolution.
- Prepare AP month end reports.
- Achieving the organizational goal and metrics with the quality.
- Addressing the all open issue with workable solution to the Manager / Clients & Suppliers.

Qualification

2011-2013 **Master of Business Administration - Finance**
University of Madras- Chennai, India

2008-2011 **Bachelor of Commerce**
Bharathidasan University - Trichy, India

Skills

- General Ledger
- Accounts Payables/ Receivables
- Intercompany /Bank Reconciliation
- Financial Reports

Technical Qualification

Accounting ERP : SAP FI/CO, Tally, BAAN, CAPS
Office Tools : MS- Office.

Personal Traits

- Strong communication skills.
- Quick learner.
- Goal oriented self driven and confident.
- Team player, as well as ability to run with things own initiative.
- Efficient and effective Leadership quality.

Personal Information

Father Name : K. Mohamed Ali
Date of Birth : 04th May 1990
Gender : Male
Marital Status : Married
Language : English, Tamil, Malayalam
Driving License : Holding UAE valid Driving License
Passport No : L5359319
Date of Expiry : 03/01/2024

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief

(M. Mohamed Imran)