

**Mohamed Imrankhan**

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### **Career Objective**

Successfully completed my academic education in Finance & Accounting 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**

Master of Business Administration - MBA Finance & System	Sathyabama University, India	2008 – 10
Bachelor of Commerce – B.Com Commerce	Bharathidasan University, India	2005 – 08

### **Work Experience**

<b>Advanced Products of Sand LLC</b> <b>Accountant</b>	Sharjah – UAE (General Trading)	2020 – 21
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<b>Group of Company</b> <b>Monalisa LLC</b> <b>Al Salem Const LLC</b> <b>General Accountant</b>	Ajman – UAE General Trading Construction	2015 – 19
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<b>Universal Gear FZC</b> <b>Accounting Assistant</b>	Dubai – UAE (General Trading)	2011 - 15
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<b>Steria India Ltd</b> <b>Process Associates</b>	Chennai - India (Information Technology)	2010 – 11
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### **Soft Skill**

Tally Quick Book Accounting Peach Tree Oracle11i MS Office

### **Personal Detail**

**Date of Birth** : 11th January 1986

**Passport#** U0007290

**Nationality:** India

## **Job Profile**

### **Accounts Payable**

- Obtaining quotes and making contract agreement with potential supplier.
- Acquiring supplier details such as Trade License, TRN Certificate, Credit facility, Bank, Detail, and ISO Certificate and Organization Chart in order to create supplier credentials.
- Issuing LPO to the supplier as per requirements.
- Verification of delivery note and invoice against LPO.
- Making payment as per invoice in line with contract agreement or LPO.

### **Accounts Receivable**

- Issuance of quotes and making contract agreement with potential customer.
- Submission of company details such as Trade License, TRN Certificate, Credit facility, Bank details, ISO Certificate, Organization Chart, Passport copies and national IDs of Owner and Signing authority in order to create customer credentials.
- Receiving LPO from the customer as per their requirements and verification of the same against quotes.
- Verification of delivery notes for the prepared goods or services against LPO.
- Preparation and Verification of invoice against contract agreement and LPO.
- Submission of invoice to customer and follow up for payment.

### **Payroll**

- Collecting, calculating, and maintaining payroll information
- Maintaining payroll operations (remuneration, insurance and terminal benefits) as per organization policies and procedures

### **Reconciliation**

- Reconcile the Vendor and Customer SOA on regular basis.
- Obtaining vendor and customer confirmation prior to audit.
- To reconcile the banking transactions.

### **Vat Filing**

- To update the VAT related documents as and when required by the FTA.
- Periodical verification of taxable invoices.
- Filing of financial data in the FTA system.

### **Reports**

- To provide various reports (Payable, Receivable, Financial, Cash flow and Budget) to the management.