

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	Sathyabama University, India	2008 – 10
Finance & System		
Bachelor of Commerce – B.Com	Bharathidasan University, India	2005 – 08
Commerce		

Work Experience

Advanced Products of Sand LLC	Sharjah – UAE	2020 – 21
Accountant	(General Trading)	

Group of Company	Ajman – UAE	2015 – 19
Monalisa LLC	General Trading	
Al Salem Const LLC	Construction	
General Accountant		

Universal Gear FZC	Dubai – UAE	2011 - 15
Accounting Assistant	(General Trading)	

Steria India Ltd	Chennai - India	2010 – 11
Process Associates	(Information Technology)	

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.