



Mohammed Ashraf

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PROFILE

Accomplished Assistant Manager with 32 years of experience in Airline & Real Estate industry consistently rising through ranks. Dedicated team player skilled at mediation and conflict resolution. Assist senior managers with accomplishing demanding targets by encouraging staff and coordinating resources.

SKILLS

- Accounts payable expertise
- Accounting
- Critical Thinking
- Monitoring
- Time Management
- Team-Player
- Active Learning
- Coordination
- Judgment and Decision Making
- Persuasion

TECHNICAL SKILLS

- Microsoft Office
- SAP
- Oracle
- Cosmic
- FAPA systems

AWARDS

- "Mabrouk" award by Emirates Airlines (employee of the quarter) 3 times in recognition of savings achieved.

QUALIFICATION

- Bachelor of Commerce

ADVANCED TRAINING

- Overview of International Financial reporting standards conducted by Institute of Chartered Accountants of India (Dubai Chapter)

PROFFESIONAL EXPERIENCE

MEYDAN GROUP LLC

ASSISTANT MANAGER-ACCOUNTS PAYABLE (OCTOBER 2008–JULY 2020)

Job Role: Direct reporting to Financial Controller-Payables. Responsible for accounts payable & payment functions of 6 group entities. Leading a team of 4 employees.

Responsibilities;

- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper GL accounts.
- Ensure the team efficiently processed the supplier invoices by carrying out the 3-way matching process (Invoice/Purchase Order /Goods received).
- Check tax invoices submitted by suppliers for correctness & compliance as per UAE VAT regulations. Ensured VAT recovery of such invoices are as per the internal tax department guidance.
- Process weekly approved invoices and payments to suppliers based on the agreed payment terms
- Reconciliation of bank transactions.
- Reconcile vendor account statements according to established procedures.
- Compile/prepare statistical, financial, accounting reports and tables to address internal & external audit queries & management reporting.
- Answer mail or telephone inquiries regarding invoices, disputes, outstanding invoices, pending invoices & routine correspondence.
- Prepare & submit reports such as yearly, monthly & weekly cash flow, to line manager to aid in business decision-making and planning.
- Set and enforce policies focused on increasing team productivity and strengthening operational efficiency.
- Perform SAP Accounts Payable module user acceptance tests (UAT) in 6 life cycle implementations within the organization. Suggested process improvements where applicable.

PERSONAL PROFILE

Date of Birth: 05th April 1965
Marital Status: Married
Nationality: Indian
Languages Known: English, Hindi,
Kannada & Tulu
Driving License: Valid UAE

PROFFESIONAL EXPERIENCE

EMIRATES GROUP

SUPERVISOR-ACCOUNTS PAYABLE-PAYROLL (SEPTEMBER 1988–SEPTEMBER 2008)

Job Role: Reporting to Payables Officer. Responsible for accounts payable & payment functions with a volume of approximately 8000 invoices per month.

Responsibilities;

- Payroll:** Handling staff related salary, deduction, reimbursements, and benefits. Maintains payroll processing system and records by gathering, calculating, and inputting data.
- Electronic invoice uploading and the verification of data for correctness.
- Process supplier invoices by carrying out the 3-way matching process (Invoice/Purchase Order /Goods received).
- Analyze & prepare accruals for various direct expenses on monthly basis and reconciling accrual account.
- Liaison with various Internal & External customers at the 'Destination & Leisure Management' (D&LM) section, so as to enable a smooth invoice processing.
- Attending to supplier queries and their subsequent correspondence.
- Assist in preparation of the Year end accruals schedule for the D&LM section of Emirates Airline.
- Assist the payables office in collection of data for feeder systems interface.
- Assist the Payable Officer in checking and clearing the exception control report so as to ensure correctness in the Matching system.
- Preparation of the monthly saving report derived from earnings by way of Early Payment Discounts, Contractual Invoice checking, Non Presentation of required documents and volume discounts.
