



# MOHAMMED REHAN

## MY CONTACT

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📍 Dubai . United Arab Emirates

## HARD SKILL

- Accounts payable & receivable
- microsoft office / power point
- Financial accounting
- Data entry / billing
- Team work/ problem solving

## SOFT SKILL

- Observation
- Decision making
- Communication
- Multi-tasking

## LANGUAGE

English

Arabic (basic)

Hindi/urdu

Kanadda

## PERSONAL DETAILS

Date of birth : 11-03-1998

Nationality-indian

Marital status - unmarried

Passport no - v1760862

Visa status -Employment visa

## ABOUT ME

Highly detail-oriented individual, eager to contribute towards the building of a strong finance team. Skilled at handling Processing payroll, cash advances, staff claims, and daily entry of receipts including cash, debit memos, update accounts receivable and issue invoice s.payable and perform reconciliations.prepare and submit weekly/monthly reports

## PROFESSIONAL SOFTWARE SKILLS

Accounting :Talent.Tally

## IT SKILLS

Advanced Excel from Manipal Institute of Computer Education

MS Word/ MS Access/ MS PowerPoint, MS Paint

Windows 98, 2000, XP, 7 OS

## EXTRACURRICULAR ACTIVITIES

Represented Shaik College BELGAUM in University

Level Football &

Basketball Tournament held by Mangalore University Attained first position in International Chinthana Science Examination

Accomplished distinction grade in Scientific and Social Foundation

Examination Acquired first grade in Kannada Pratiba Examination.



# Professional work Experience

Designation : Accountant

Company : Clasic Cast Metal L.L.C Al ain Abu Dhabi

Period : Nov '2021 - present

## Key responsibilities:

- Manage and Ensure day to day Accounting & Financ transactions of the Company
- Ensuring that cash flows are adequate to allow business units to operate effectively Managing and Monitoring Accounts Receivable & Payable
- → Following up debtors payment, Running periodic payment cycle for Vendors
- → Checking Monthly Bank Reconciliation Statements off all bank accounts maintained and resolve timely manner.
- → Online Payments, transfers, Manage Pdc's
- → Forecasting cash payments and anticipating challenges arising from limited cash flow
- \* Maintain banking relationships and negotiating loans and merchant services for business units ❖ Reconciliation monthly sales and daily sales with Inter Company
- → Handling Customer over left Payments Following up collection
- → Reconcile GL Accounts with all sub ledgers & Assisting in Monthly Closing  
\* Preparing the VAT Input & Output calculation for the FTA Filling
- → Managing Financial audits Interim & External reviews as required – Calculate and distribute wages and salaries
- → Handling Job responsibilities for company branch Financial Activities ◀ Prepare financial statements and debtors' listings.aph text

**Desingnation : Accountant**

**Company: The Veg.Kit**

**Belgaum karnataka india`**

**Period: mar'2016-Sep'2021**

**Key responsibilities:**

→ Maintaining Cash Book, Bank Book, Loan A/C, and also the system for all accounts activities.

→ Handle Payable & Receivable Invoices and Claiming Payments based on Ageing Analysis, Recon with Customer.

Banking and Bank reconciliation statement

→ Co Ordination with HR attendance, salary, gratuity etc)

→ Ware House accounting (Asset management)

→ Project wise Accounting

❖ Preparing quotations, LPO, Delivery vouchers

General Accounting including passing of Voucher

**EDUCATION BACKGROUND**

- **12 th from department of Pre-University Education in {Commerce}**
- **10th from karnataka secondry Education Examination Bord Completed in 2012**

