

ABDUL MANAN
Accountant, Account
Receivable

Exp: 8 years

Qualification

MBA

UAE Driving

License NO : 2225687



Personal Info:

Address

M-25

ICT PARK

Abu Dhabi

U.A.E

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E-Mail Address

abdulmanantony@gmail.com

Date of birth

15-04-1986

LinkedIn:

[linkedin.com/in/abdulmanan-245956ba](https://www.linkedin.com/in/abdulmanan-245956ba)

Knowledge Skills

Generating new invoices
Accounts Receivable (DSO)
Invoices Reconciliation
Credit Controller
Payment follows Up
Accounts Receivable report
Data analysis skill
Inventory Management
Strona Sales skills

Career Objective:

To serve an organization that utilizes my potential, experience and skills in the best possible way for the accomplishment of organizational, personal goals and to serve the community in the best possible way.

Employment Summary

Total Experience: 8 Years

7 years of valuable experience in Accountant **Account Receivable** associated. With **Technical Contracting EST, Sabaco** in Abu Dhabi U.A.E, **1 Year** of valuable experience in Accountant associated. With **Horizon Central Gas** in Abu Dhabi U.A.E, **1 Year** sales officer experience at The Bank of Khyber in **Peshawar Pakistan**

Horizon Central Gas
Accountant

Abu Dhabi U.A. E

September 05, 2019 August 04, 2020

Main Responsibilities

Generating new invoices
Contact client debtors by telephone letter email or fax to agree debt recovery plans and follow up as appropriate
Coordinated with legal department in a company ensuring smooth operation
Monitor all Customers payment agreements
Established new customer accounts
Ensuring the company's day to day invoices are paid in full and on time
Review and verify invoices and check requests
Prepared monthly reports of Account receivable for Finance Manager
Send Account statement to outstanding customers
Correspond with customers & vendors and respond to inquiries
Prepare basic Account statements for customers where needed
Reconcile account receivable
Coordinated with all departments ensuring smooth operation

Technical Contracting EST. Sabaco
Accountant, Account Receivable

Abu Dhabi U.A. E

August 15, 2013 – September 04, 2019

Main Responsibilities

Generating new invoices
Received cheque from customer on time
Contact client debtors by telephone letter email or fax to agree debt recovery plans and follow up as appropriate
Coordinated with legal department in a company ensuring smooth operation
Monitor all Customers payment agreements
Ensuring the company's day to day invoices are paid in full and on time

Soft Skills

Bilingual

Communication Skills

Team player

Working well under pressure

Creative thinking

Global mindset

Visual Thinking

High motivation

Problem Solving Skill

Languages

English

Arabic

Urdu

Hindi

Hobbies

Watching News

Play Cricket

Prepared monthly reports of Account receivable for Finance Manager

Send Account statement to outstanding customers

Main Achievements

Reduced days receivable from 30 to 10

annually Recovered 4.1 Million AED

The Bank of Khyber

Peshawar, Pakistan

Sales officer

July 07, 2010 to September 06, 2011

Main Responsibilities

Making new Customers Sales Credit Cards & Personal & Housing Loans to Customers

Promote and sell Business Banking asset Products as per assigned financial targets

Build and maintain effective business relationship with clients in the market, and to ensure closing of sale.

Maintaining relationships with existing customers through regular visits

Main Achievements

Achieved the targets in all months

Achieved the sales in diversified products (Car loans, personal loans and credit cards)

Educational Qualifications

MBA-Master in business Administration University of Peshawar, Pakistan **2011**

B.A -Bachelor in Economics University of Peshawar, Pakistan **2008**

IT- Certification

Quick Book Accounting

Peach Tree Accounting

IT- Software

MS, OFFICE , MS Excel , MS Word , MS Power point , MS Access Data Entry

E-Mail operation

Outlook operation

Gmail operation