



CONTACT

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Dubai UAE

EXPERTISE

- Accounts Payable
★★★★★★★★
- Tax Compliance
★★★★★★
- High Level of Accuracy
★★★★★★
- Stakeholder Management
★★★★★★
- Mailroom Administrator
★★★★★★★★

ACHIEVEMENTS

- Top performer of Mailroom Validation Team
- Played a pivotal role in clearing Supplier recon open items to the tune of AED 2 million in a span of 2 months
- Top performer of Booking Team
- Implementation KOFAX validations to improve optical character recognition rate
- Employee of the month

MOHAMMED WASEEM GHANI

ACCOUNTANT

OBJECTIVE

Seeking an Accountant position in an Organisation, that will allow me to learn the process, utilize my skills and be an asset to the employer.

PROFILE

- 9 Years of work experience in Financial entities. Currently working with Majid Al Futtaim Venture as P2P accountant.
- Highly self-motivated with ability to work under any constrain.
- A dedicated team player with creative problem-solving abilities and support work and colleagues.
- Greater understanding on various nature of business operations due to work experience in procurement, trade finance, administration, facility management, etc.

EXPERIENCE

MAJID AL FUTTAIM VENTURES | April 2018- present
Accountant (2 Yrs)

MAJID AL FUTTAIM VENTURES | 2014 - 2018
Mailroom Administrator (4 Yrs)

ZURU – VALUE FOR MONEY | CHENNAI, INDIA| 2013 – 2014 |
Sales Representative (1 Yr.)

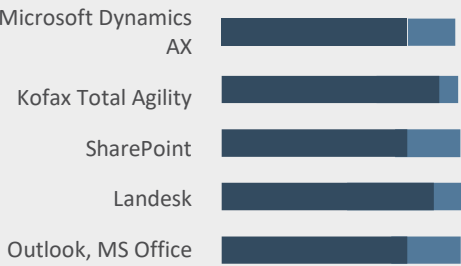
SARA SOULE PVT LIMITED | BANGALORE, INDIA| 2012
Finance Coordinator (1 Yr.)

UB INTERNATIONAL | BANGALORE, INDIA| 2011
Finance Assistant (1 Yr.)

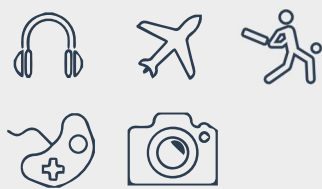
STRENGTHS

- | | |
|--------------------------|-----------------|
| Creative Lateral Thinker | Team Player |
| Proactive Work Ethic | Organized |
| Communication | Quick Learner |
| Adaptable | Multi-tasking |
| Think out of the box | Problem Solving |

SYSTEMS



INTERESTS



PERSONAL

DOB: 28/06/1985

Marital Status: Married

Passport: S3889089

LANGUAGES



CERTIFICATIONS

- Accounting Fundamentals from Corporate Finance Institute.
- Excel Crush Course from Corporate Finance Institute.
- Excel Essential Training from LinkedIn Learning.
- Key Account Management certification from LinkedIn Learning.

JOB RESPONSIBILITIES

MAJID AL FUTTAIM VENTURES | April 2018- Present

Accountant

- Record PO and Non-PO Invoices as per Standard Operating Procedure
- Checking invoices for tax regulations, LPO, GRN, application of delegation of authority & internal controls before processing invoices.
- Communicating and supporting effectively to all relevant stakeholders and Vendors with regards to queries, clarifications and concerns.
- Complying with Shared Service KPI's and provide best in class service.

MAJID AL FUTTAIM VENTURES | 2014 – 2018 |

Mailroom Administrator

- Receiving of Invoices and validation against transmittals.
- Scanning and processing all these validated invoices in Kofax.
- Assisting with Account Payable Team with the issues & resolve it.
- Documentation of the scanned invoices.
- Checking and Validating of the Petty cash Vouchers against the summary for payment.

ZURU – VALUE FOR MONEY | CHENNAI, INDIA | 2013 – 2014 |

Sales Representative

- Preparing Invoice for the Orders.
- Preparing of Purchase orders.
- Create and maintain the customer Database.
- Assisting Organization for Promotion & Events.
- Managing and handle Deliveries.

SARA SOULE PVT LIMITED | BANGALORE, INDIA | 2012 |

Finance Coordinator

- Maintain Office operation of Supplies & Equipment.
- Handling of Emails & Telephonic Calls.
- Assisting Manger in Performing the office works & tasks.

UB INTERNATIONAL | BANGALORE, INDIA | 2011 |

Finance Assistant

- Creating, sending and follow up on invoices.
- Collect and review the data for reports.
- Handling all other Finance Related daily tasks.