

# Mohammed Gulamhusainwala

## Finance & Accounts Professional



📍 Dubai, United Arab Emirates

✉️ gulamhusainmohammed@gmail.com

☎️ +971527503590, +918460841804

📅 07/09/1993

🔗 [linkedin.com/in/mohammed-gulamhusainwala-422b4150](https://www.linkedin.com/in/mohammed-gulamhusainwala-422b4150)

## Professional Experience

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10/2020 – 12/2020

Dubai

### JRC Corporate Consulting, Financial Consultant

#### Job Responsibilities:

- Analyzing the clients Weekly/monthly accounting reports of Sales, Purchase, Expenses and Petty Cash.
- **VAT Registration** for new clients.
- Financial Forecasting and budgeting for clients.
- Handling Accounting of clients Software's like **Xero, Sage 50 and Zoho Books**.
- Preparing **Consolidated cashflow statements** and variance analysis statement.
- Extracting the past data, researching and prepare reports .
- Preparing Power Point Presentation for prospective investors for clients.
- Managing **Bank Reconciliation Statements**

07/2017 – 03/2020

Ahmedabad, India

### QX Global Group, Senior Accounts Officer

#### Job Responsibilities:

#### (UK Accounting Project CRM Students Ltd)

- Key Responsibilities include doing daily **Bank Reconciliation of around 140 student accommodation sites, Accounts Payable & Management Accounting**.
- Daily Importing Bank statements from bank to system software.
- Evaluating and accessing system software problems and weaknesses and raising with the relevant software vendor to smoothly run process.
- Processing invoices in the **system customized software such as Dream, CML, Landmark** and payment to supplier.
- Resolving the client's queries to ensure that no backlogs are remained.
- Generating reports at the end of month to see the work flow and analyzing the loopholes in the process.
- **Handling the team for accounting and reporting of clients accounts** for student accommodation business.
- Reporting the performance reviews to the Team Leader or Manager.
- **Assisting in preparing and closing month end reports of sites** and reviewing the month end packs for Management reporting.
- Calculating accruals, prepayments, deferred revenue and prepare the financial reports of site at the end of each month.
- Clarifying any questionable invoice, items, and prices or receiving signatures with clients before the payment to any supplier if needed.
- **Preparing and processing payment run of each supplier twice a month** and reconcile the transactions.

10/2016 – 06/2017

Ahmedabad, India

### TTEC India (Formerly Motif India InfoTech pvt ltd), Process Executive

#### Job Responsibilities:

- Worked as an process executive in MakeMyTrip campaign in different processes.
- Resolving customer queries related to booking in Domestic as well as International Hotels.
- Generating new bookings for customers after checking availability with Hotelier.
- Blocking rooms with hoteliers and maintain their tariff rates up to date.
- Making necessary changes in bookings of customers as per their request.
- Maintaining report of cases done within a day and in a month.
- Training to the new employees.
- Resolving all the queries of customer within a speculated time period (TAT) to provide maximum satisfaction with the services of MMT.

08/2013 – 07/2014  
Godhra, India

## **H.A Dholkawala (Tax Advocate), Accounts Executive**

### **Job Responsibilities:**

- Daily data entry of books of accounts in Tally Software.
- Calculating VAT and Income tax and filling returns.
- Assisting customers with their monthly purchases and sales figure to know the current position of their company.
- Filling returns related to income tax, service tax, VAT and TDS and other taxation works.
- Assisting customers with PAN registration and necessary changes in PAN, rubber stamp of the company.
- Finalization of accounts and submitting audit reports to Chartered Accountant.

## **Summary**

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Experienced Management Accountant with a demonstrated history in Outsourcing, consulting and offshoring business. Skilled in Financial Accounting, Auditing and Management Accounting and strong business professional with a Master Degree in Finance.

## **Education**

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07/2014 – 05/2016  
Vadodara, India

### **C.K Shah Vijapurwala Institute of Management(Gujarat Technological University), Master of Business Administration**

Cleared **Master in Business Administration** with major specialization in **Accounting and Taxation with 70 %**

07/2011 – 05/2014  
Vadodara, India

### **Maharaja Sayajirao University of Baroda, Bachelor of Commerce**

**Bachelor of Commerce** with Specialization in **Accounting and Financial Management with Second Class grade**

07/2009 – 04/2011

### **Gujarat Secondary and Higher Secondary Education Board, 10th and 12th Grade**

Studied up to 12th Standard from Saifee Jamali English Medium School with GSHSEB.

## **Skills**

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Accounts Payable

Accounts Receivable

Account Reconciliation

Bookkeeping

Monthly Book Closing

VAT Returns

Microsoft Office (Excel like Pivot,Vlookup,Hlookup,Sum Ifs etc)

Worked on Tally ERP 9,Dream,CML,Xero, Zoho Books, Quick books, Sage 50 accounting softwares

Budgeting & Forecasting

MIS/Dashboard Reporting

## **Certificates**

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- A certificate Course in Tally ERP 9. with A Grade from National Institute of Finance and Accounts in 2011

- Quick Books by Intuit

- Participated in 'A Workshop on Skilling MBA at C. K Shah Institute of Management in 24 & 25 January 2015

## **Projects**

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12/2015 – 02/2016

### **A Comprehensive Project on Natroyal Group of Industries**

A Study on Company Nature of Business and its core products

06/2015 – 08/2015

### **A Study on Mutual Funds Agents attitude towards stock broking business.**

Studied Investors Investment Purpose and their knowledge regarding mutual Fund and other financial product in Jhaveri Securities Ltd Organization.

## **Languages**

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- English,Hindi,Gujarati,Arabic,Urdu