

RESUME

Mohamed Satham Hussain M

Contact: 052-7503667

E-Mail: m.mdsatham123@gmail.com



JOB OBJECTIVE

Looking for mid-level position that will allow me to utilize my substantial background in accounting and strong knowledge of the subject in being an important team player in your esteemed organization's success.

PERSONAL EXPERIENCE

❖ 20-Jan-2015 till Present **Oilfield Technologies and Supplies FZE**



Accountant
Jebel Ali Free Zone, Dubai.

Roles & Responsibilities:

Reporting to the Managing Director (Owner)

- Coordinating Day to day affairs of book-keeping.
- Budget creation, forecasting and cost analysis.
- Monitoring costing sheet and job creation.
- Bank Reconciliation.
- Review credit application and confirm credit term & Limit.
- Preparing Quotations issuing to clients
- Review Invoice booking and posting.
- Month-end closing, reconciliation and analysis.
- Accounts payable & Receivables
- Generating Customer SOA and follow up of Receivables
- Commercial invoice preparation and follow up.
- Monitoring and tracking of Payment vouchers (CD/PDC/Tele Transfer/ Payment application and LC / Collection Documents).
- Preparing Bid Bond and Performance Bonds
- Managing the Petty cash
- Vendor relation and customer service.
- Inventory management
- Performance reporting of stores.
- VAT Return booking.
- Reconciling VAT collection.
- Internal / External Audit.
- Review dispatch performance
- Verifying End of Service Settlement.

❖ 15-Oct-2012 to 18-Nov-2014 **Standard Miracle General Trading LLC,**



Assistant Accountant
Dubai-UAE.

Roles & Responsibilities:

- Day to day affairs of book-keeping.
- Reconciliation of GRN.
- Financial statement preparation.

- Review Invoice booking and posting.
- Month-end closing.
- Accounts payable & Receivables.
- Generating Customer SOA and follow up of Receivables
- Monitoring and tracking of Payment vouchers.
- Vendor relation and customer service
- Bank reconciliation.
- Payroll recording & processing.

EDUCATION

2016 Master of Business Administration (Banking and Finance) from Alagappa University, Karaikudi.

2012 Bachelor of Commerce with (Computer Application) from Alagappa University, Karaikudi.

IT SKILLS

- Tally ERP
- Right ERP
- Expert in MS Office (Word, Excel, Power Point).
- C, C++, HTML, VB, .Net
- Photoshop, CorelDraw.

ACADEMIC PROJECT

Title : Passport Processing System

Duration : 3 Months

Responsibility : Team Head

Utilized the passport processing system and make new ethics and advantages of online passport processing system.

EXTRACURRICULAR ENGAGEMENT

Actively participated in various college events.

PERSONAL DETAILS

Date of Birth : 02 May 1991

Marital status : Married

Father's name : Mr. Mohamed Rahim

Mother's name : Mrs. Jameen Banu

Address (Personal) : Burshid Building (bldg No 6), Al Murraqabath, Deira-Dubai.

Languages Known : English, Tamil, Malayalam and Hindi (Basic).

Visa Status : Employment visa 2021-2024. (JAFZA)

Emirates ID : 784-1991-9132708-1

Nationality : Indian (Tamil Nadu-South India)

DECLARATION

I hereby certified that the above statements are true and correct with all my knowledge and also to the help of our Lord. After you've reviewed my resume, I would welcome an opportunity to discuss your company's goals and talk to you about the value that I can bring to your Company. More Power and Positive energy blessed.

Yours sincerely,



(Mohamed Satham Hussain)