

CURRICULUM VITAE

MOHAMED OMERULLA

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Place: Dubai, UAE



CAREER OBJECTIVE:

To secure a good position with an organization that will lead to a lasting relationship in the field of Finance and accounts, enhance my knowledge, thus effecting mutual employee and employer growth and success.

AREAS OF INTEREST:

- Finance Administration
- Document management
- Administration
- Medical & Life Underwriting
- Secretarial duties

EDUCATIONAL QUALIFICATIONS:

BBM – BACHELOR OF BUSINESS MANAGEMENT (FINANCE)-2013, University of Mysore, India.

WORK EXPERIENCE

Organization: Al SRAIYA HOLDING GROUP

Designation: Accountant (Oct 19' – Aug 21')

Location: Doha, Qatar

RESPONSIBILITIES:

- Handle of 3 Division – Transportation, Garage, Car Wash
- Preparing Purchase Order & Sales Order
- Maintain Books of accounts viz. Cash, Purchase, Sales, Stock register.
- Recording Inventory, Payable & Receivable Invoice transaction
- Monthly Reconciliation Intercompany Invoices
- Recording Supplier Invoices & Customer Invoices
- Follow Up & Submitting Report of Vehicle Maintenance
- Interact with external auditors in completing audits monthly.
- Ensure all accounting entries are completed & recorded in correctly manner

Organization: ALLIANCE INSURANCE PSC.

Designation: Medical underwriter (Feb 18' To Sept 18')

Location: Dubai, UAE

RESPONSIBILITIES:

- Responded to underwriting medical inquiries of external customers.
- Endorsements
- Additions and deletions of endorsements
- Preparing quotations
- Validations
- Determine appropriate premiums and amounts of coverage
- Printing of the medical insurance cards for various insurance brokers.
- Issuing individual policy

Organization: NOBLE INSURANCE BROKER CO. LLC

Designation: Medical underwriter (Dec 16' To Jan 18')

Location: Dubai, UAE

RESPONSIBILITIES:

- Issuing individual policy of various insurance companies.
- Personally, inspect the medical insurance renewal and new insurances
- Explain the terms and conditions to the insured
- Sell different insurance plans to prospective customers
- Endorsements
- Additions and deletions of endorsements
- Assisted in managing of receipts and health application processing systems.
- Coordinated with medical providers to discuss health information needs.
- Supported underwriting and administration teams with necessary information.
- Worked with document management system and other tools of the company.
- Preparing quotations
- Validations
- Determine appropriate premiums and amounts of coverage

Organization: SOFTWARE PARADIGMS INFOTECH (PVT LTD)

Designation: Process associate (Accounts receivable) March 14' to March 16'

Location: Mysore, India

RESPONSIBILITIES:

- Provide general secretarial / administration support to senior managers & Directors.
- Maintaining and enhancing the working environment of the department and Import and export of edi reports.
- Reporting and writing briefing papers and making presentations Dealing with incoming emails, faxes and post.

COMPUTER KNOWLEDGE:

- Microsoft Dynamics ERP
- Microsoft office (Word, Excel, PPT, Outlook)
- Focus ERP
- Tally (Erp9.2)
- DTP

ACHIEVEMENTS

- Displayed abilities in handling problems as opportunities and dealing with difficult challenges.
- Well organized, results oriented individual with proven ability to implement standards,
- Procedures and processes that improve business functionality.
- Recognized as a quick learner and can adopt easily to company processes.
- Established and maintained excellent relations with clients, colleagues and management.

PERSONAL INFORMATION:

Name : Mohamed Omerulla
Date of Birth : 31-10-1991
Gender : Male
Religion : Muslim
Nationality : Indian
Marital Status : Single
Languages Known : English, Hindi, Kannada