

Muhammad Ibrahim Mujaddadi

Finance, Accounting
Dubai, United Arab Emirates
(Karachi, Pakistan)



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Valid Dubai License



Update

Why **Ibrahim**?

- Capable of accounting almost 4 years' experience successful at managing multiple projects and consistently meeting deadlines under pressure. Extensive knowledge of accounting software and processes. Skilled in regulatory reporting, accounting operations.
- Resourceful and devoted team member with outstanding skills in establishing long lasting relationships with team members and management. Adept at implementing best practices for assuring operational consistency and enhancing system efficiency

CORE STRENGTHS & ENABLING SKILLS

- Proficient in MS Office Suite, Excel, Oracle, Opera & PMS
- Account Receivable & Payable Management
- Cash Flow & Petty Cash Management
- Bank & Account Reconciliation
- Strong communications skills
- Ability to work in fast-paced environment and meet deadlines

PROFESSIONAL EXPERIENCE

Al Jawhara Group of Hotels & Apartments

Working as" **Accountant**",

January 2017 – Present

Responsibilities/Accomplishments:

Assist with general Accounting Duties.

Provide support on preparing month-end closing and management reports.

Performing all account payable and receivable work in absence of concern person.

Cash and cheque deposit in the bank.

Keeps safe custody of the petty cash float as well as cash collected.

Reconciling and consolidating petty cash for reimbursements.

Handling all government payments, utilities payment etc.

Distributes cash/check payments to internal and external clients

Prepared daily journal entries and make sure posted correctly in Oracle.

Dispatches and tracks payment documents, including payment requisitions, bank letters, etc., to ensure that all transactions are duly completed.

Responsible for all payment are cleared timely.

Documented and posted closing entries.

Report all cash discrepancies to the Account Manager immediately

Worked closely with management on various accounting projects.
Assist finance manager for Bank Reconciliation for internal and external Bank.
Manage & Reconciles credit card transactions every day for all properties.
Communicating with the bank regarding any chargeback dispute.
Complete Require Bank transfers. Audited and reconciled due backs, overage/shortage from all properties daily.
Must be willing to work a flexible schedule to accomplish all major responsibilities and tasks.

ADDITIONAL EXPERIENCE

Ramada Karachi Creek, Karachi, Pakistan

– Worked as “**Account Assistant/Cashier**”

(February 2016 – January 2017)

Responsibilities/Accomplishments:

Assist with general Accounting Duties.

Provide support on preparing month-end closing and management reports.

Posting Journal Entries on the Oracle ERP.

Audited and reconciled due backs, petty cash, overage/shortage on daily basis.

Working with Hotel Software’s related to accounts (PMS, Opera).

Conducted quarterly front desk cash bank audits, identified deficiency and enacts procedures to reduce future losses.

Report all cash discrepancies to the Account Manager immediately

Reconciling and consolidating petty cash for reimbursements.

Manage & Reconciles credit card transactions every day.

Key Achievements:

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– Counterfeit Passport and Currency Identification Training Course Held On 16th August 2017 By Dubai Immigration Officer

– efficiently completed the entire task given by department head.

PROFESSIONAL QUALIFICATIONS

▪ **Newport institute of Communication and economics**

B.COM – Bachelor of Commerce

▪ **Govt.Dehli Science College**

Intermediate