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## MOHAMMAD ARSALAN SHEIKH

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### OVERVIEW

Highly Motivated, Focused, Energetic Qualified Professional with over 4+ years' experience in Accounting, Auditing and Finance Industry possessing excellent numerical skills along with a comprehensive understanding of accounting policies & procedures. Keen to find a challenging finance position with an ambitious company where I will be able to utilize experience & develop my abilities. A Quick learner with exposure to cross-culture work environments.

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### AREA OF WORK

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- Accounts Receivable
  - General Ledger
  - Bank Reconciliation
  - Payroll
  - Petty Cash
  - Cash Flow Forecast
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## EXPERIENCE

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### BIN ZAYED GROUP

The Bin Zayed Group of Companies is a leading conglomerate with diverse business interests in the local and International markets. Our initial business ventures included management of Real Estate and Construction of Residential and Commercial Buildings & Towers, including Hotels, Villas, Godowns, and Mosques etc. In 1995, The Bin Zayed Group was ready to take on additional challenges in other fields and we annexed the GTFS-Client Soft Company dealing in Information Technology Hardware/Software Development. During the same period Kati Link LLC was also added to our banner along with all other businesses under its umbrella i.e. Pharmaceuticals, Health Care, Building Materials, Furniture, Aluminum & Metal Industries etc.

- Dubai, United Arab Emirates

### JOB TITLE: ACCOUNT EXECUTIVE

(November/2015 to Present)

#### Role & Responsibilities:



- Raise VAT compliance Invoices to customers on monthly and quarterly basis based on their signed SLA contracts.
- Prepare receipt for cash and cheque in Nav AR and allocate the invoices accordingly as per payment instruction provided by customers.
- Maintain and update collection report and sharing the same with Management.
- Provide Monthly customer aging file to Finance manager for review.
- Resolves customers account discrepancies by proper investigation and reconciliations of accounts
- Maintain up-to-date billing system
- Follow up on, collect and allocate payments
- Carry out billing, collection and reporting activities according to specific deadlines
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Review AR aging to ensure compliance
- Maintain accounts receivable customer files and records

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## TECHNICAL SKILLS

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- Microsoft Dynamics Navision
- ERP Tally 9,
- MS Office all version
- Windows OS
- Mac OS X
- Diploma in Computer & Applications, Business Accounting and Multilingual D.T.P
- Basic Desktop, IT & Networking
- Web-Designing
- CCC (Course on Computer Concepts)

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## PERSONAL SKILLS

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- Good leadership & working with team as coordinators Ability
- Good Communications and interpersonal Skill.
- Applies Rules & Procedure.
- Good analyzing Capability
- Competitive and hardworking

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## PERSONAL INFORMATION

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Date of birth: 06th July 1991

Gender : Male

Marital Status : Married

Nationality : Indian

Languages Known: English, Hindi &

Urdu Passport Number: L6842091

Passport Expire Date: January 2024

Driving License No. - 3724462

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follow established procedures for processing receipts, cash etc.

- Prepare bank deposits
- Investigate and resolve customer queries
- Develop a recovery system and initiate collection efforts communicate with customers via phone, email, mail or personally
- Assist with month-end closing
- Collect data and prepare monthly metrics
- Record all the petty cash vouchers and to post them timely.
- Record Inter-group companies' invoices reconciliations on monthly basis in order to ensure transactions are processed and balances are reconciled.
- Assist senior accountant by providing the outflows and inflows during the preparation of weekly and monthly Cash Flow Forecast.
- Reconciliation of bank accounts & Intercompany, Accounting.
- Day to-day processing of the Accounts Receivables function, Co-ordination with Collection teams for processing of Customer receipt and cash application.
- Create and produce Cash position reports monthly & weekly for management review.
- Handling Payrolls of the employees & resolving final settlements & HR related issues using payroll software ERP Microsoft Navision (NAV)
- Handling Employee Query related to Payroll.

### DIKEKART PVT. LTD.,

Dikekart Pvt Ltd. is an e-commerce company based in Delhi, India. Founded by Mohammad Shahbaz in 2014, the company initially focused on book sales, before expanding into other product categories such as consumer electronics, fashion, and lifestyle products.

-Delhi, India

**JOB TITLE: ACCOUNTS ASSISTANT  
(January'14 - July '15)**



### **Role & Responsibilities:**

- Maintain day to day books of Accounts in Tally,
- Recording of Journal Entry, Sale, Purchase Invoice,
- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Maintain Petty Cash Book
- Monthly Bank Reconciliation
- Preparation and input of month end journal vouchers.
- Add new material to file records and create new records as necessary.
- Inputting, matching, batching and coding of invoices.
- Preparation of various reports for senior Accountant such as Customer Aging,
- Creditor Aging and Collection report.
- Fixed Asset accounting, reconciliations and depreciation journals.
- Ensuring that information is accurately collated & entered into systems.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Inputting of supplier invoices and employee expense claims to the ledgers.
- Supervise day to day routine, operational activities and issue

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### **PROJECT**

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#### **JACK & JONES**

JACK & JONES begins in 1990 when BESTSELLER sends a young, fiery soul to the Oslo fashion fair with a modest, but carefully chosen collection aimed at young men. The reception exceeds all expectations and the creation of a new menswear brand is a reality.

-Delhi, India

Topic: "EFFECT OF BRANDING ON CONSUMER BUYING BEHAVIOR-STUDY IN RELATION TO FASHION INDUSTRY"

**DESCRIPTION:** To knowing the consumer perception and regarding Branded Clothes through **QUESTIONNAIRE** and **PERSONAL INTERACTION**

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## EDUCATION

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- Master's in Business Administration (MBA - Marketing & IT Uttar Pradesh Technical University (UPTU), India -2014
- Bachelor of Commerce Veer Bahadur Singh Purvanchal University (VBSPU), India -2012
- Intermediate in commerce (ISC) from Jyoti Niketan School, India - 2009
- High School (ICSE) from Jyoti Niketan School, India - 2007

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## DECLARATION

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I hereby declare that the above-mentioned are true to the best of my knowledge. If a chance is given to me, I would leave no milestone unturned to prove my worth.

*Date:*

*Place: Dubai*

*(MOHAMMAD ARSALAN SHEIKH)*