

CURRICULAM VITAE

MOHAMMED IMAD UDDIN
ACCOUNTS ASSISTANT

Mail : meetimad1122@gmail.com
meetimad1122@outlook.com

call / Whatsapp : 00971553402648.
WatsApp : 00918431507050.

Introduction

A Graduate in Business Management with hands of experience in Accounting & Management, looking to start a new challenging position as Accounts Assistant, to meet my capabilities, skills, education in an organization that excel me in the field and helps to learn, contribute and grow. Accounting Assistant skilled in data processing and analysis with strong attention to detail and methodical approach. Brings motivation to learn and excel combined with skills developed from management training and previous experience. Versed in, Tally, QuickBooks, spreadsheet and GAAP.

Education & Technical Skills

- ❖ **Bachelor of Business Management from Gulbarga University. (2002) with Specialization in Financial Management.**
- ❖ Diploma in Computer Application with emphasis on operating MS Office Applications.
- ❖ KSEEB Certified English Typewriting Junior with Typing speed of 30 WPM.
- ❖ Alison certificate course in Executive Assistant skills.
- ❖ Skill Trainers Certificate as Data Entry Operator.

Strengths.

Self-Confident, Team Spirit, Outstanding interpersonal skills. Strong organizational skills Clear, persuasive verbal and written communication Problem-solving mindset

Professional History

DESIGNATION	ACCOUNTS ASSISTANT / COLLECTION EXECUTIVE
COMPANY	AL ITIHAD DEBT COLLECTION COMPANY. SHARJAH, UAE.
DURATION	DEC 2022- OCT 2023.

Roles & Responsibility

- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Track and record all internal and external transactions.
- Reconcile accounts payable and accounts receivable Identify, track, manage, and investigate delinquent customer accounts.
- Utilize various tracing techniques and strategies to collect personal information of customers with outstanding debts.
- Calling Customers primarily over the Mobile, Home, or workplace and email to their Debt Liability with our company.

- Negotiate specific payment plan arrangements with debtors.
- Keep records of all customer communications to build individual debtor cases.
- Follow up with customers to ensure payments are made in a timely manner.
- Comply with policies and procedures as required.
- Maintaining and upgrading the accounts with all updates and new information

DESIGNATION	ACCOUNTS ASSISTANT
COMPANY	Excellent Projects (i) PVT. Ltd MUMBAI India.
DURATION	Aug. 2021 - July 2022

DESIGNATION	ACCOUNTS ASSISTANT
COMPANY	International construction & manufacturing services (kingdom of Saudi Arabia).
DURATION	Sep 2015 - Jan 2021

DESIGNATION	ACCOUNTS ASSISTANT
COMPANY	ANABEEB INDUSTRIAL SERVICES (kingdom of Saudi Arabia).
DURATION	JAN 2012 - JULY 2015

Roles & Responsibility

- Maintaining & updating financial records including accounts receivable & payable.
- Creating & updating invoices, credit notes, receipt vouchers, invoices, and statements and keep them updated in the system.
- Reconcile invoices and identify discrepancies.
- Create and update expense reports.
- Maintain digital and physical financial records /transactions into internal database.
- Reconciling bank statements and invoices to ensure accuracy.
- Met deadlines by managing workload independently.
- Prepare weekly reports including financial transactions, account balances, income, expenses.
- Assisting with the preparation of financial statements and reports including income statements and balance sheets.
- Coordinating internal & external audits by gathering & organizing financial data.
- Familiarity with accounting software & spreadsheets, such as QuickBooks, Excell etc.
- Ensure compliance with accounting standards & company policies. Assisting in preparing financial statements.

PERSONAL DETAILS.

DOB: - 04/07/1980	Nationality: - Indian.	Marital status: - Married.
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PASSPORT & VISA DETAILS.

Visa Status: - Employment Visa.	Passport No.: - T9288535.	Place of Issue: - Riyadh (KSA).
Visa Validity: - 16/04/2023.	Date of issue: - 02/09/2020.	Date of Expiry: - 01/09/2030

