



Mohammad Arif Khan

Accountant | Data Analysis | Expert in Reconciliation

Contact Information

Khan.arifsupt6222@gmail.com | +91 8368620795 | +971 507866184

About Me

A proficient accountant with +18 years of extensive experience in accounting software [D365 Microsoft Business Central, Navision, Tally, Busy & Zoho books] seeking to leverage my skills in financial reporting and process optimization to contribute to a growing company.

Skills

Time management | Critical thinking | Problem solving | Financial Statement analysis | Data analysis | Accounting software proficiency

Education Background

Kanpur University

Bachelor of Commerce (B.com)
Year 2009 – 2011

National Institute of Open Schooling

Senior Secondary Education
Year 2006

Bishop Johnson School & College

Certificate of Secondary Education
Year – 2004

Achievements

National Certificate of Financial Market (NCFM)
UAE Driving License Oct -2024

Certifies of accomplishment

Microsoft-Office – MS - Excel_Word_Outlook
Hardware Architecture & Networking
Diploma in Computer Accounting

Professional Experience

PHARMAETHICS MEDICAL SUPPLIES L.L.C

Accountant

Bin Zayed Group of Companies
Dubai – UAE
October 2016 to 26-Jan-2025

Accounts Receivable:-

- Daily update of receivables & follow up with Sales person or Customer,
- Post Customer payments by recording Cheques, Cash & online Bank Transfer in Navision & 365 Business Central SAP,
- Resolves collections by examining Customer payment plans, payment history & credit assessment, other irregularities,
- Chasing with Customer for Dues Payment via Phone & Email. Preparing Cash Flow Statement daily,
- Preparing Weekly accounts AR Ageing report, Collection Sheet & Bounced Cheques to ensure compliance,
- Maintain Accounts Receivable customer files Credit application records & Update as per document expiry,
- Strong follow up on Customer Bounced Cheques,
- Investigate and resolve customer's queries by reconciliation or visit to them if delayed in payment,
- Develop a recovery system and initiate collection efforts,
- Reconcile daily Cash transactions with our Bank deposit slip,
- Reconcile the accounts receivable ledger daily to ensure that all payments are accounted for and properly posted,
- Monthly Bank Reconciliation.

Accounts Payable:-

- *Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices,*
- *Reconciles processed work by verifying entries and comparing system reports to balances,*
- *Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries,*
- *Pays vendors by monitoring outstanding balances scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation,*
- *Pays employees by receiving and verifying expense reports and requests for advances; preparing checks,*
- *Verifies vendor accounts by reconciling monthly statements and related transactions,*
- *Disburses petty cash by recording entry and verifying documentation,*
- *Monitoring AP/AR Adjustment on monthly basis.*

Payroll:-

- *Calculate net wages after taking into consideration deductions and exemptions,*
- *Prepare Attendance report for calculation as per settlement of Employee,*
- *Issue salary checks or deposit the net wages payable in the bank,*
- *Save data regarding monthly wise payroll details,*
- *Send suggestions to the Director regarding the issues that affect the payroll accounts,*
- *Report to the Director about payroll related issues.*

Others Activities:-

- *Monitoring Monthly Salik transaction Dubai & Abu Dhabi to Avoid fines,*
- *Handle Company's vehicle related issues like Mulkia (Vehicle Driving License), Passing etc,*
- *Incentives of Sales & Medical Representative,*
- *Monthly JV's, Fixed Assets one required,*
- *Follow up MOH License renewal,*
- *Agency Items Shipment clearance tracking,*
- *Assist to Finance Manager in Month End Closing.*

ACCELYA KALE SOLUTIONS LTD

Senior Associate

Cargo Revenue – Outsource for Malta Air Lines (Europe)

January 2014 - September 2016

Promoted to Senior Associate in Jan 2015

- *Billing to agents, GSAs, GHAs and airlines,*
- *Provisional daily revenue and final monthly revenue declaration for client airlines,*
- *Comparison of final monthly revenue with daily provisional revenue,*
- *Reconciliation of actual Form III received with Form III action,*
- *Accounting entry generation through system and manually,*
- *QC on accounting entries to avoid system bugs,*
- *Incorrect data capturing,*
- *Accounting summarization and uploading it to respective ERP systems,*
- *Reconciliation of all suspense accounts heads such as FSA, Sale Clearing, IBS and OBS etc,*
- *Leakage, items open for processing and to identify the failures in process flow,*
- *Trial Balance analysis to identify the abnormal fluctuations in revenue and expenses,*
- *Tacking and clearing of open items identified during account reconciliation,*
- *Daily work allocation, quality check, productivity tracking, query resolution to team, client interaction, SLA tracking,*
- *Interaction with IT team for system support, to resolve system bugs and to implement any new system requirement,*
- *Conducting monthly team training to modernize team with new process updates, new quality check,*
- *Parameters and to update on effective use of available tools such as REVERA, Excel, Word, etc.*

SERCO GLOBAL SERVICES PVT LTD

Customer Service Executive

Credit Bureau – Outsource for USA Equifax Process

May 2013 – December -2013

- *Reviewing internal systems of record and data received from each credit bureau, including Equifax,*
- *Checking each file having any risk, including Bankrupt, Late payment etc Achieving target on daily basis,*
- *Credit covenant monitoring,*
- *Resolving their credit rating issues as per our QC check list,*
- *Posting their files after checking on provided software,*
- *Achieve daily basis targets.*

ANGEL BROKING PVT. LTD

Equity Dealer (Terminal Operator)

December 2011 - April 2013

- *Executing buy and sell orders in the stock market,*
- *Monitoring market trends to provide timely investment advice to clients,*
- *Maintaining records of all transactions and interactions,*
- *Attain thorough knowledge about stock market terms and trading practices,*
- *Contact prospective clients to present information and explain available services,*
- *Motivating to customers to investing or dealing in stocks for our business.*

MOTILAL OSWAL SECURITIES LTD

Equity Dealer (Terminal Operator)

July 2007 - November 2011

- *Involve in buying and selling securities involving properties or other short term automated trading models,*
- *Research and identify trading strategies and methods leading to greater profit and income for clients,*
- *Recommend ideas crucial for improving mathematical theories and postulate new ones,*
- *Increase computer usage to access data and generate reports using spreadsheet software,*
- *Evaluate financial risks and decide on important daily task of an Equity Trader based on available data,*
- *Attain thorough knowledge about stock market terms and trading practices,*
- *Ensure all trading transactions are legitimate and comply with government laws and policies to avoid law.*
- *Suits and other penalties.*

DECLARATION

- *I would take this opportunity to thank you for going through my resume and would request you to consider me for the area suitable to my qualification in YOUR prestigious organization. The information provided above is up to date and correct.*

