HASSAN MOHAMMED

*(*Senior Accountant & Business Operations Specialist | Valid UAE Driving License | Employment Visa*)*

Name: Hassan Mohammed
Contact # +971-(0)56-148 7864
Email: hassandxb471@gmail.com
Location: United Arab Emirates (UAE)

CAREER PROFILE:

A highly motivated accounting specialist with over 10 years of experience assisting in the private sectors like the Manufacturing Industry, Service Industry, and Retail industries, Advanced knowledge of building efficient financial reports, managing and planning tax duties for government entities, and forecasting upcoming budgetary needs, Hands-on with Tally ERP'9 software, Microsoft Excel, and QuickBooks Premier 2019 Edition.

PROFESSIONAL EXPERIENCE – Ras Al Khaimah, UAE

MARINA TRADING & CONTRACTING & PAINTING & INSULATION

(2023 – Till Dt.)

Senior Accountant & Business Operations Specialist

End to end responsible for Accounts Receivable, Accounts Payable, Auditing, Payroll, Bank Reconciliation, Documentation, Inter Company Control Account's, Customer Coordination and meetings, Assisting Sales Team, Purchase Team, Project Site Team, Sub-Contractors Payment, Project Income Customer Payment Follow ups, Retail Credit Customer Payment Follow ups, Visiting Clients office for meetings and for any payment delays or queries to achieve the business target with 100% accuracy and timely completion of the project

Major Duties and Responsibilities:

- Performing daily accounting tasks with 100% accuracy on a daily basis
- Handling accounts receivable, accounts payable, petty cash, bank reconciliation, payroll and auditing
- Recording Classifying summarizing all the business transactions
- Preparation of Monthly Sales income, Project income, Vendor payments, Customer payment collection
- Analyze all transactions, prepare journal entries, and maintain all the ledger's accurate
- Monitoring, updating, and forecasting Cash flow statement
- Tracking and following up credit customers with due dates on a daily basis
- Email writing, responding to emails, following through emails and phone calls for all Credit Customers,
- Tracking of vendor payments and issuing CDC and PDC Cheques as per the Payment Terms
- Reconcile accounts payables and receivables
- Bank reconciliation on a daily basis and Dealing with the Business Banking Relationship Manager for any discrepancy found on the online banking statement at the time of bank reconciliation
- Proper documentation with proper filing and proper presentation
- Managing each and every transaction of a company on a daily basis from starting till ending with full responsibility and confidentiality
- Recording classifying summarizing monthly expenses
- Visiting Banks, Customers, and Vendors if any discrepancy arises on the statements for resolving the issues
- Assisting all Teams (PRO, Sales Team, Purchase Team and Project Team for the smooth flow of business activities
- Preparing monthly, quarterly, and year-end financial statements
- Issuing invoices including delivery notes, credit notes, and debit notes
- Handling Petty Cash accounts, and recording classifying summarizing all the expenses of the company
- Responsible for processing monthly salaries to the employees
- Continuous close Follow up with the customers for collection
- Quarterly Bonus calculation from Vendor Sales
- ADHOC reporting as and when management requires and also to the External Auditors

GULF WOODEN AND METAL WORKS FZ LLC

(2017 -2022)

Accountant & Project Management Specialist

End to end responsible for Order to Cash (Accounts Receivable), Procure to Pay (Accounts Payable), Documentation, and Coordination with different teams like estimation team, Production team, Project team, Procurement team, Manufacturing team, Site team, Sub-contractors, and clients to achieve the business target with 100% accuracy and timely completion of the project, Payment Follow ups, Payment Collection, Visiting Sites and Clients office for meetings and for any payment delays or queries, Sending and Receiving Contract's, Agreements and LPO's.

Major Duties and Responsibilities:

- Generation of various types of Invoices (Proforma / Progress / Final / Credit / Debit / Handover and Retention) in Excel and Tally
- Responsible for timely issuance of progress and final invoices and monitoring receivables in order to ensure smooth cash flow operations
- Monitoring and tracking Excel invoices and system-generated invoices prepared on a daily basis
- Preparing aging reports and highlighting them to the management on a timely basis
- Working on various reports like Sundry Debtor Reports, Sundry Creditor Reports, Aging Reports, Invoice Data Reports (Sales), Statements of Accounts
- Visiting customers for invoice submission and payment collection
- Receive, Record, Classify, and track Customers' Cheques and follow-ups frequently
- Support and assist all other departments for the smooth flow of day-to-day business operations
- Supporting the finance department in the month-end and year-end close process (petty cash statements, cost centers report, payroll statement, bank reconciliation, postdated cheques report, and cash flow statement) in order to generate accurate and error-free financial reports like profit and loss account, balance sheet and audit report)
- Vendor's payment upon materials received with the signed delivery note and Tax Invoice (Receive, Review Local Purchase Order and Proforma Invoice and prepare Payment Invoice after review and reconciliation) Post Dated Cheques or Cash Dated Cheques issued as per the terms of payment
- Cost centers are captured on every invoice and delivery note, so in the way profit or loss can be identified for each project we work on
- Preparation of salary sheet with calculations of benefits, overtime, and leaves settlements on a monthly basis
- Proper filing for purchase invoices, sales invoices, payments, receipts, and miscellaneous
- Ensuring accurate accounting operations for both accounts receivable and accounts payable
- Reconciling revenue records & and expenses to ensure proper UAE - VAT submission

PROFESSIONAL EXPERIENCE – Hyderabad, India

GENPACT (Pvt) Ltd

(GE – USA)

(2012 –2016)

Process Developer | Billing Analyst (Finance & Accounts Department)

Responsible for Accounts Receivable, Invoice Generation / Billing Generation, Using Various systems like EMIS (Engineering Management Information System), Internal Billing Systems (IBS), Humming Bird Gold Mainframe System, RMDS (Report Data Management System), Oracle ERP, and Cognos.

Major Duties and Responsibilities:

- Generation of various types of invoices i.e., T&M Billing, Firm Price Billing, Progressive Sales Billing, Credit Invoice Billing, IBS Invoice Billing in EMIS (mainframe-based) & and ERP (Oracle) and sending to customer
- Pulling unbilled Inventory Reports from the EMIS System and marking up on a daily basis
- Issuing Inventory based invoices (CS-Billing) as per the inventory report
- Handling weekly Inventory calls with the admin department on aged un-billed inventory
- Cost out the inventory for Firm Price projects as based on the Contribution Margin percentage
- Working on various reports like Inventory Reports, Aging Reports, Invoice Data Reports (sales), Backlog reports, Billing Edicts reports, Unissued Report
- Auditing invoices and revenue records to ensure proper documentation is maintained to evidence those controls are operating effectively as required
- Discrepancy management to find solutions to customer queries regarding PO Issues and mismatches of inventory uploaded into software against their supporting documents.
- Communication with Finance manager / Finance analysts, and other service managers regarding aged inventory and queries

- Cost Transfers from one job to another job if there is any discrepancy and instruction-based

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

- Pursuing US-CMA Certified Management Accountant), UAE – 2021
- MBA - Finance | Osmania University – Andhra Pradesh, India – 2011
- B. Com - Accounting | Osmania University – Andhra Pradesh, India – 2008
- Inter-Commerce | Osmania University – Andhra Pradesh, India – 2005
- SSC (Matriculation) | Board of Secondary Education – Andhra Pradesh, India – 2003

AWARDS & ACHIEVEMENTS

- Rated as a "high-value resource" in the employee appraisal system every year (2012 – 2016)
- Received Excellent VOC (voice of customer) 10/10 every Half Yearly, from the customer for good and excellent performance in the process (2012 – 2016)
- Receive dollar Awards from the business customer for Excellent and dedicated performance in the process for each quarter (2012 – 2016)
- Awarded with Best Customer Centricity award during Quarter 4th 2012
- Awarded with Far & Beyond Certificate supporting Business (2014 - 2016)
- Lean Trained, Tested, and Certified – Six Sigma Lean 1 Star (2014 – 2016)

PROFESSIONAL ATTRIBUTES

- Result Oriented
- Self-Motivation
- Positive Attitude
- Self-awareness
- Communication Skills
- Team Work
- Time Management
- Ability to Respond to pressure
- Technical Skills

PERSONAL DETAILS

Date of Birth:	28th June 1987
Languages:	English, Urdu, Telugu, Hindi and Little Arabic
Nationality:	Indian
Driving License:	**Valid UAE Driving License** # 196210 (2017 – 2024)