

# Mohammed Zameer Khan

## Accounts Manager



E-MAIL [zameer.khan80@yahoo.com](mailto:zameer.khan80@yahoo.com)  
MOBILE + 9 7 3 3 6 5 2 0 3 2 0

LOCATION  
Askar,  
Kingdom Of Bahrain

### PROFILE SUMMARY

Results-driven **Accounts Manager (MBA-Finance)** with over **7 years of progressive experience** in financial management, trade finance, and treasury across manufacturing and trading industries. Proven expertise in **financial reporting, compliance, LC/BG operations, cash flow optimization, and team leadership**. Strong track record of **improving financial processes**, ensuring regulatory compliance, and partnering with senior management to enhance profitability. Seeking to bring strong **finance leadership, offshore compliance knowledge, and process improvement expertise** to your organization.



### Key Achievements

- ❖ Negotiated **credit facilities with local banks** to optimize working capital requirements.
- ❖ Maintaining company group accounts and Consolidated financial reports, increasing working capital by using banks and other key stakeholders to understand growth areas to reinvest and develop the specific products, execute plans and programs as per schedule to achieve the targets and goals of the company.
- ❖ Implemented **fund forecasting model** that improved treasury accuracy by 15%.
- ❖ Mentored junior staff, improving team performance and internal reporting efficiency.



### IT SKILLS



MS Office 2021



Tally ERP 9



Accounting packages



SAP FICO ECO 6.0



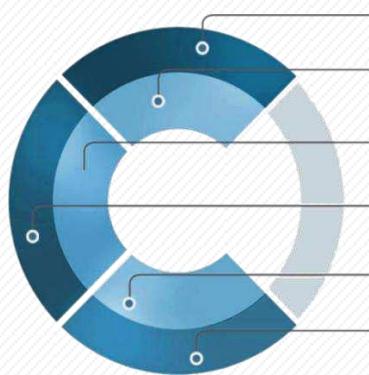
Focus 8.5



Diploma in Computers (PGDCA)



### SOFT SKILLS



- Innovative
- Motivational Leader
- Planner
- Intuitive
- Decision Making
- Critical Thinker

### EDUCATION



**MBA (Finance)**  
from JNTU, Hyderabad in 2015



**Bachelor of Commerce**  
from KU, Warangal in 2013



### CAREER TIMELINE

Noble Tiles Home (Cera),  
as Accountant - INDIA

Hector Sky Food Staff  
Trading LLC, as  
Senior Accountant -  
UAE

Middle East Recycling  
Company W.L.L., as  
Accounts Manager -  
BAHRAIN

2015-2017

2017-2018

2018-2025

Waiting for  
Your Response



## Core Competencies

- ❖ Business Reporting (P&L, Balance Sheet & Cash Flow)
- ❖ Trade Finance (LC, BG & Murabaha)
- ❖ Treasury & Fund Management
- ❖ Compliance & Regulatory Framework (IFRS & GAAP)
- ❖ Process Improvement & Internal Controls
- ❖ Budgeting, Forecasting & Cost Control
- ❖ Leadership & Team Development
- ❖ Advanced Excel & Financial Modeling



## WORK EXPERIENCE

### Accounts Manager

Middle East Recycling Company W.L.L., - Bahrain

May 2018-TILL DATE

#### Significant Accomplishments:

- ❖ Lead finance operations for 3 group companies, managing a **team of 6 accountants**.
- ❖ Oversee **budgeting, reporting, and working capital optimization** with monthly MIS reporting to senior management.
- ❖ Handle **trade finance instruments (LC/BG, Murabaha, TL, FCCB)** ensuring compliance with banking & regulatory guidelines.
- ❖ Improved **cash flow forecasting and treasury operations**, reducing idle funds by 12%.
- ❖ Streamlined **financial reporting processes**, cutting reporting cycle time by 20%.
- ❖ Negotiated favorable terms with banks & suppliers, enhancing liquidity.
- ❖ Collaborated with auditors and ensured **statutory compliance** across multiple jurisdictions.

### Senior Accountant

Hector Sky Food Staff Trading L.L.C., - UAE

MAR 2017 – FEB 2018

#### Significant Accomplishments:

- ❖ Maintain listing of day-to-day accounts receivable & payables and payment follow ups.
- ❖ Keep record of bank balance to honor the cheque issued.
- ❖ Monitoring of the Supplier payments (as per the standard payment terms).
- ❖ LC Discounting & Bill Discounting preparation and maintain records.
- ❖ Handling import & export Customs Clearance and Related Documentation.
- ❖ Expert in utilization of bank financial facilities.
- ❖ Managed transportation and analysis of repair & maintenance.
- ❖ Led a team of 2 accountants, overseeing the financial operations and ensuring compliance with accounting principles.

### Accountant

Noble Tiles Home (CERA)., - Telangana, INDIA.

APR 2015 – Feb 2017

#### Significant Accomplishments:

- ❖ Responsible for Book Keeping of Daily Transactions.
- ❖ Handling Cash receipts and collections from the customers and sending updated SOA.
- ❖ Maintain the General Ledgers, Petty Cash, Main Cash Book.
- ❖ Staff Salaries preparation.
- ❖ Managed **general ledger, AR/AP, payroll, and reconciliations**.



## PERSONAL DETAILS:

- **Father's Name: Mohammed Sarvar Khan**
- **Date of Birth: 10-Feb-1993**
- **Age: 32 years**
- **Nationality: Indian**
- **Marital Status: Married**
- **Languages: English, Hindi & Telugu.**