

CURRICULUM VITAE

Mohammed Zameer Khan

Accounts Manager



CONTACT

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- ✉ Zameer.khan80@yahoo.com
- 📍 Askar, Bahrain.

SKILLS

- ✓ Financial Analysis
- ✓ Budgeting
- ✓ Auditing
- ✓ Leadership
- ✓ Decision making
- ✓ Critical Thinking
- ✓ Teamwork
- ✓ Fast learning

SOFTWARE SKILLS

- **ACCOUNTING PACKAGE:**

Tally ERP 9, Tally 7.2, Focus 5, Wings2000 & Ex next generation.

- **DIPLOMA IN COMPUTERS:**

MS-Word, MS-Excel, MS PowerPoint, Outlook

- **SAP:**

FI-Co Sub Modules

PROFILE SUMMARY

An accomplished and dedicated accounts manager with a proven track record in financial management and analysis. Seeking a challenging position in an organization where I can utilize my expertise in accounting principles, and strategic planning and financial reporting to contribute to the financial success and growth of the company.

PROFESSIONAL EXPERIENCE

- **Accounts Manager - Duration: Feb 2019 to Present**
In “Middle East Recycling Company W.L.L.”, Askar, Bahrain.
- Maintain listing of day-to-day accounts receivable & payables and payment follow ups.
- Reconcile monthly bank account statements.
- Maintain banks loan records and make due payments as per schedule.
- Account Closing and audit finalization.
- Keep record of bank balance to honor the cheque issued.
- Produced weekly reports of debtors and overview of status resulting in a more efficient debt collection process.
- Monitoring of the Supplier payments (as per the standard payment terms)
- Decision maker in day-to-day financial activities.
- Import & Export LC draft checking and finalizing as per UPC 600&700.
- LC Discounting & Bill Discounting preparation and maintain records.
- Loan arrangement (vehicle loan, term loan and working capital and non-funded facilities) and negotiation with bank
- Handling import & export Customs Clearance and Related Documentation.
- Expert in utilization of Murabaha financial services.
- Managed transportation and analysis of repair & maintenance.
- Vehicle Cost cutting and planning for vehicle replacement with loans.
- Preparation of end of year financial entries and financial reports.
- Led a team of 4 accountants, overseeing the financial operations and ensuring compliance with accounting principles.
- Reviewing contracts of Suppliers and customers.
- Conducted financial analysis to identify areas of improvement.
- Analyzed financial data, including budgets, income statements, and cash flow statements, to provide insights and recommendations.
- Developed financial models to forecast future performance and support strategic decision-making.
- Filling of Vat, refund claiming and Vat assessment.

LANGUAGES

- Hindi
- Telugu
- English

PERSONAL DETAILS

- **Father's Name:**
Mohammed Sarvar khan
- **Date of Birth:** **10-Feb-1993**
- **Nationality:** **Indian.**
- **Age:** **30 Years**
- **Marital Status:** **Married**
- **Visa status:** **Valid Visa**
- **Joining period:** **One Month**

➤ Senior Accountant - Duration: May 2018 to Jan 2019

In "Middle East Recycling Company W.L.L.", Askar, Bahrain.

- Monitoring of the Supplier payments (as per the standard payment terms)
- Familiar with VAT Procedures and Submittals.
- Reconciliation of Suppliers and Customers accounts with the SOA receivable and Payables.
- Preparation of Monthly Bank Reconciliation
- Maintain listing of accounts receivable & payables and payment follow ups and cheque preparation.
- Keep record of bank balance to honor the cheque issued.

➤ Accountant - Duration: Feb 2017 to Feb 2018

In "Hector Sky Food Staff Trading LLC", AL Qusais, Dubai.

- Maintain all types of Journal Vouchers
- Maintain records of Quotation, Purchase orders and Sales Invoices and Purchase Invoices.
- Calculation of Depreciation, Monthly adjustment entries like (Prepaid expenses, accrued expenses and Outstanding expenses)
- Inventory control by perpetual stock take and regular checks.
- Periodic audit of the inventory, deliveries as per FIFO method.

➤ Accountant and cashier - Duration: Mar 2015 – Feb 2017.

In "Noble Tiles Home", Telangana, India

- Responsible for Book Keeping of Daily Transactions
- Handling Cash receipts and collections from the customers and sending updated SOA.
- Maintain the General Ledger, Petty Cash, Main Cash Book
- Staff Salaries preparation

EDUCATION

- MBA-Finance: From JNTU University, Hyderabad, Telangana, India. (2015)
- B.COM (COMPUTERS): From Kakatiya University, Telangana, India.
- INTERMEDIATE: C.E.C From Board of Intermediate Education in GOVT.JR. COLLEGE.
- S.S.C.: From Board of Secondary & Higher Secondary Education, in GOVT. HIGH SCHOOL.

Yours faithfully
Mohammed Zameer Khan