



**MOHAMMED IMRAN**

**ACCOUNTING AND FINANCE**

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**JOB OBJECTIVE**

An experienced Accountant with more than eight years of accounting and finance exposure. Seeking an accountant position in a leading company where I can develop my career beside using my experience and great skills to improve work performance, development, make progress to the company and also achieve my own objective.

**WORK HISTORY**

**BABIL MEDICAL EQUIPMENT STORE LLC**

*Accountant / Abu Dhabi UAE / January 2021 – December 2021*

- Process all supplier invoices after properly checking its completeness.
- Managing receivables and payables and office administration.
- Preparation of AR Aging Reports and to follow with related parties for payment status.
- Communicate and reconcile with supplier to maintain a reconciled ledger.
- Prepare voucher and issue cheque for payment to suppliers.
- Maintaining books of accounts in computer aided environment.
- Preparing daily, monthly reports.
- Preparation of Monthly Bank Reconciliation statements.
- Supervising of FTA online account and preparing VAT return online and take the approval to make the payment.
- Preparation of monthly Trial Balance, Profit & Loss Account and Balance Sheet.

**ANJUMAN PRE-UNIVERSITY BHATKAL**

*Accountant / Bhatkal, INDIA / June 2013 – September 2020*

- Collecting fees and issuing receipts.
- Collecting invoices and processing payments to the vendors.
- Managing receivables and payables, payroll management and office administration.
- Maintaining books of accounts in computer aided environment.
- Preparing daily, monthly, quarterly and annual reports.
- Preparation of Monthly Bank Reconciliation statements.
- Assisting auditors for the audit process.
- Preparation of monthly Trial Balance, Profit & Loss Account and Balance Sheet.

## **BHATKAL ACADEMY**

### ***Accountant cum Admins / Bhatkal, INDIA / June 2011 – May 2013***

- Managing receivables and payables, payroll management and office administration.
- Collecting fees and issuing receipts.
- Maintenance of supplier and customer's ledger accounts.
- Preparation of Monthly Bank Reconciliation statements.
- Preparation of monthly Trial Balance, Profit & Loss Account and Balance Sheet.
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## **HP: Hewlett-Packard**

### ***Financial Associate (Account & Finance/ Bangalore, INDIA / March 2010 – February 2011***

- *Freight cost management.*
- *Responsible for Managing Logistic Accounts*
- *maintaining accounting ledgers and performed account reconciliation*
- *Responsible for forwarding non lane Payment transactions.*
- *Handled customer inquiries, researched problems and developed solutions.*
- *To maintain records of payment information.*
- *Preparing weekly and monthly reports.*

## **SKILLS**

- Hands on experience with ERP software like Focus, Tally.
- Knowledge of Microsoft Office (MS Word / MS Excel / Power Point)
- Well versed with usage of internet and E-mail

## **EDUCATION:**

MCOM: Master of Commerce (Accounting & Finance)

BBA: Bachelor of Business Administration (Finance)

## **PERSONAL DATA**

Date of Birth: 12th January 1985

Languages: English, Hindi, Urdu,