

# MOHAMMED ARSALAN FAROOQ



## EXPERIENCE :

**Accountant: (January 2022- Present)**

**Royal sylhet foodstuff Trading LLC, Al Aweer Ras Al Khor Dubai ,UAE**

- Prepare invoice ,packing list, delivery note
- Prepare purchase orders
- Document financial transactions by entering account information
- Reconciliation of account of accounts
- Reconciliation of bank statements.
- Guide accounting clerical staff by coordinating activities and answering questions
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial information by completing data entry & backups
- Verify, allocate, post, and reconcile transactions
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Provide technical support and advice on management
- Review and recommend modifications to accounting systems and generally accepted accounting procedures
- Participate in financial standards setting and forecast process
- Prepare financial statements and produce budget according to schedule
- Direct internal and external audits to ensure compliance
- Plan, assign, and review staff's work
- Support month-end and year-end close process
- Prepare all documents needed to file vat
- vat submission
- Prepare and update stock reports
- Record and update stock and stock reports
- Maintain stock and physically audit
- Complete bank works such as cash and Cheque deposit,/withdrawal
- Represent company at various platforms both private and government
- Sales & Marketing of company products
- Communicate effectively with clients
- Contribute to a strong client relationship through positive interactions with client personnel
- Communicate with Manager and/or Director on work status and client issues that arise

**Accountant:( April 2020 to December 2021)**

**Bajaj Electronics , hyderabad, india.**

- Prepare invoice , packing list
- Prepare accounts Receivable



## CONTACT

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16-01-1995

Hyderabad India

## PROFESSIONAL SUMMARY

An ambitious and dedicated team player with clarity in thought with an ambition in life to reach the heights in my field of work, for which prerequisites would be, honesty, hardworking and determination to succeed in any field by being a team player and quick learner with positive thinking.

## SKILLS

- Management Skills
- Creativity
- Transferable Skills & Adaptability
- Negotiation
- Critical Thinking
- Leadership
- Problem Solving
- M.S. office
- Tally. ERP.
- Infocus
- Company process & Procedures

- Interpersonal Communications
- Knowledgeable in Software
- Team Building
- Active Listening
- Decision Making
- Cultural Awareness
- Analytical & Critical Thinking
- Documentation & Control
- Staff Management
- Strategic Planning
- Administrative Support
- Workflow Planning
- Travel Coordination
- Scheduling
- Office Management
- Procurement Expertise
- Reporting Knowledge
- Trend Analysis
- Business Development & Planning
- Time Management
- Goals & Performances
- Positive & Upbeat
- R
- oute Optimizations
- Transportation Activity Management
- Distribution & Warehouse
- Continuous Improvement
- Shipment Coordination
- Cost Reduction
- Staff Supervision
- Safety Regulation & Implementation
- Budgeting & Forecasting
- Collaboration
- Relationship Building & Management
- Superior Attention to Details
- Self Motivated
- Phone & Email Etiquette

## LANGUAGES

- **Urdu**  
Native
- **Hindi**  
Fluent
- **English**  
Fluent

- Handling customer inquiries related to finance
- Ensuring accurate financial transactions
- Providing excellent customer service

### Sales & Marketing accounts: (September 2018-February 2020)

- **Shree Cement Hyderabad,India.**

- Contributing to the development of marketing strategies.
- Conducting market research on rival products.
- Designing and implementing marketing plans for company products.
- Working with the sales team to develop targeted sales strategies.
- Answering client queries about product specifications and uses.
- Maintaining client relations.
- Tracking sales data to ensure the company meets sales quotas.
- Creating and presenting sales performance reports
- Meeting customers and representing company at ground level



## EDUCATION

### MBA (Finance)

**Osmania University** - Hyderabad, 05/2019

### Bachelor of Commerce (computers)

**Osmania University** - Hyderabad, 05/2017

### Intermediate: commerce

**Board of Intermediate Education** - Hyderabad, 01/2013

### S.S.C

**Board of Secondary Education** - Hyderabad, 01/2011

**Passport Number:T 6927083**



## REFERENCES

References available upon request