

Khalid Hussain Mohammed (Accountant)

About Me



6+ years' experience



+968 71982008



28th August 1995



mohammadkhalid693@gmail.com



Muscat, Sultanate
of Oman



English, Hindi & Telugu



Passport #C4323892

Career Profile:

- A meticulous and organized individual seeking for an opportunity in the field of accountancy. Skilled at storing, analyzing and entering data in ERP software. Innovative, creative and willing to contribute ideas and learn new things.

Strength and Key Skills

- Bookkeeping, Great attention to detail
- Cash Handling (Cash, Credit & Debit)
- SAP (FICO)
- Tally ERP 9
- QuickBooks Online
- MS Office, Outlook
- Typing speed (45 WPM)
- Good with math's calculations
- Management Skills (Accounts, Store & Workshop)
- Adaptability and Self Motivated

Education, Certifications and Computer proficiency

- **Bachelor's in Business Management** with specialization in **Finance**
Kakatiya University - passed in August 2015
- High school board certificate
Board of intermediate education Andhra Pradesh, India - passed in 2012
- Secondary School Certificate - passed in 2010
- **Bachelor's in Library and Information Sciences**
Dr. B.R. Ambedkar Open University, Hyderabad - passed in April 2018
- Diploma in **Computer Applications**
Apex computers - August 2015
- State board of technical education **Typing and Training**
Madhava Typewriting Institute - August 2017

Work Experiences

1) Al Gurg Co. LLC, Oman
(Electrical Equipment and Cables Wholesaler)
(Easa Saleh Al Gurg Group)

Accountant cum Accounts Payable Executive

November 2022 - Till Date

Roles and Responsibilities

- Managing Accounts Payables, Invoice processing & Vendor Reconciliations
- Handling Payment process through EFT, PDC's & CDC's as required
- Make sure payments are made on time as per the Credit Terms mentioned by Vendor
- Follow up with various departments for payment updates and make sure critical payments gets processed as per the agreed terms
- Manage Petty cash, Verifying & Processing of General expenses & Employees expense claims and reimburse through cash
- Assist in Closing processes and post necessary provisions
- Process tax related accounting entries as per the guidelines issued by the Tax Authority, to ease tax claim working
- Perform Monthly Bank Reconciliations and Quarterly Intercompany Reconciliations
- Process Sales Return transactions against Sales Return Invoices on approval
- Verification & Documentation of Invoices as per TAX AUTHORITY
- Handling of various admin tasks as required.

2) First Gulf Trading & Services, Oman
(Steel Manufacturing Company)
(Hotel, Restaurant & Kitchen Equipment)

Junior Accountant cum Showroom & Workshop In charge

June 2019 - November 2020

Roles and Responsibilities

- Managed Accounts Payable, Vendors invoice processing and Payment processes
- Managed Petty cash, Showroom and Workshop operations
- Managed Cheques and make sure to get deposited without delay to avoid cheque bounce/ Additional bank charges
- Calculated prices for fabricated steel manufacturing materials by process costing
- Quoted customers with ready-made and fabricated materials as needed
- Managed employee advances and made necessary adjustments accordingly
- Made a valuable contribution through Sales for Ready-made and Fabricated materials
- Make sure warranty cards are issued to customers for eligible products, Verify and Approve when customer Claims for the same
- Process and correct miscellaneous accounting issues
- Responsible for entering day to day accounting transactions in ERP software

3) Kasam Brothers Shopping Mall, India

Billing operator cum Cashier

October 2016 - February 2019

Roles and Responsibilities

- Ensuring zero errors in billing invoices
- Answering phone calls from inquiring customers and answered them accordingly
- Documented success in processing customers payment in fast and efficient manner
- Operated a billing counter for cash and digital transactions with 100% accuracy
- Handled high stress situations and upset customers with ease
- Ensured Zero Errors in processing Debit/Credit Card machines and reconcile on daily basis with 100% accuracy
- Deposits the days Cash transaction earnings and Electronic Debit/Credit card Machine Reconciliation to head cashier in detail
- Assists Head Cashier in closing Cash books.

4) ARDEM Data Services Pvt Ltd (WFH) (Shipping unit)

Data Analyst (Logistics Billing Division)

July 2021 - December 2021

Roles and Responsibilities

- Analyze shipping invoices info and enter in client's database
- Accuracy in entering data in quick time
- Entering data in client's database using suitable M-codes as per higher management instructions when needed
- Using of M-codes as per company guidelines in absence of Higher Management
- Worked in a team environment with minimal supervision
- Attention to detail, follow through and multi-task

References

- References available upon request

Thank You.
Yours Sincerely,
Khalid Hussain Mohammed.