

MUHAMMED P S

Accounts & Administrator

Contact: +971 55 243 7131 | mohammedpshihab@gmail.com | UAE



PROFESSIONAL SUMMARY

Highly organized and detail-oriented Accounts and Administration Professional with 3+ years of combined experience in India and the Gulf. Demonstrated expertise in accounts receivable/payable, invoicing, payment collections, financial reporting, inventory tracking and administrative coordination. Proficient in Tally, ERP, MS Office Suite, and known for accuracy, reliability and effective communication across departments.

CORE SKILLS

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| • Accounts Receivable & Payable | • Inventory Control & Stock Audits |
| • Invoicing & Payment Collection | • Internal Audit Preparation |
| • Financial Documentation & Recordkeeping | • Cross-functional Collaboration |
| • ERP Systems Tally ERP MS Excel | • Dispute Resolution & Customer Handling |
| • Administrative Coordination | • Time Management & Multitasking |

PROFESSIONAL EXPERIENCE

Accounts Administrator

KnowVal Edutainment LLP – Bangalore, India | Jan 2024 – Feb 2025

- Managed invoicing and billing operations, ensuring 98% error-free transactions.
- Handled accounts receivable follow-ups, accelerating payment collections.
- Maintained customer account reconciliations and financial reports.
- Collaborated with finance and sales teams to resolve discrepancies and streamline reporting.
- Supported internal audit procedures and ensured compliance with company policies.

Accounts and Administrator

Nujoom Al Sader LLC – Muscat, Oman | Aug 2021 - Nov 2023

- Oversaw inventory records and ensured accurate financial documentation.
- Monitored ERP system entries for expense tracking and purchase orders.
- Coordinated administrative support functions across multiple departments.
- Processed invoices and followed up with suppliers for timely payments.
- Assisted in budgeting and document control tasks for financial reporting.
- Handled administrative duties including data entry, internal communication, and filing systems.
- Verified logistics records and assisted warehouse and accounts teams in stock documentation.
- Supported onboarding and coordination of new hires and supplier communications.
- Supported audit teams with complete and compliant documentation.

EDUCATION

Bachelor of Commerce (B.Com)

Bharathiyar University, India | 2023

TECHNICAL SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- Tally ERP
- ERP & POS Systems

ADDITIONAL INFORMATION

- **Nationality:** Indian
 - **Passport No:** S6901721
 - **Visa Validity:** 08/07/2025
 - **Date of Birth:** 28/10/1999
 - **Languages :** English (Fluent) | Malayalam (Native) | Hindi (Intermediate) Arabic (Intermediate) Urdu (Intermediate)
 - **Available for immediate joining**
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