



MOHAMMED ABDUL RAHMAN

SENIOR ACCOUNTANT

WORK EXPERIENCE

Nuvac Global Trading LLC (AUH) May 2022 to Sep 2024 Senior Accounts (Receivable & Payable)

General Trading in Hotels and Construction Companies.

- Assist the auditors to ensure that financial records are accurate and comply with relevant regulations.
- Ensure that the company complies with tax laws and regulations by preparing and filing tax returns.
- Pays invoices by verifying transaction information, scheduling, preparing disbursements, and obtaining authorization of payment.
- Provides financial information to management by researching and analyzing accounting data and preparing reports.
- Reconciling the company's bank statements, payable and receivable accounts.
- Reviewing payroll records and petty cash expenses.
- Trained and supervised junior accountants efficiently and increased productivity by 40%.
- Visit clients for verification of stock, request payments and ensured regular follow-up.

Al Mehdar ind. factory (Sharjah) June 2020 to April 2022 Accountant.

Engine oil, Gear oil, lubricants, oil bottles manufacturing factory.

- Accounting works up to finalization of accounts of various clients.
- Maintain inventory under multiple categories & manage stock levels
- Prepare reports collecting analyzing & summarizing A/c information.
- Coordinated with auditors in internal Audit and aided in finalization of accounts and audit reports.
- Ability to do BOM Bill of material, converting raw material into finish good of 1200 products.

Deluxe Plastic Factory Ind. (Hyd, India) Feb 2018 to Dec 2019 Accounts Assistant.

Plastic recycling factory.

- Book-keeping of all transactions, timely add adjustment entries and prepare final accounts
- Prepare price list for clients suggest price updates to management
- Maintain inventory under multiple categories and manage stock.
- Studying the accounting policies and processes of the organization and abide by them.

ACCOUNTING EXPERIENCE

6 Year of Accounting Experience.
U.A.E 4.3 Years & 2 Year Indian

CONTACT

- 05 44833 630
- abdurahman667678@gmail.com
- Abu Dhabi, U.A.E.

EDUCATION

- (M.COM Pursuance.
- (B.COM) Bachelor of Commerce OU Finance & Accounts (84% GPA)
- Board of Intermediate India.
- (S.S.C) Secondary School India.

ACCOUNTS SKILL HIGHLIGHTS

- Performing Payable, Receivable A/c's
- Managing vendor's Accounts.
- Bank Reconciliation.
- Financial year & VAT Reporting.
- Leadership and Internal audit Abilities.
- Handling Payroll and Cash in hand
- Inventory control.
- Assembly Bill of Materials.

OTHER SKILLS HIGHLIGHTS

- Time Management Skills.
- Administrative skills.
- Vehicle Mulkiya Renewal.
- Staff Attendances Preparing.
- Making Rent Agreements.
- HR Reporting Skills.
- Employee Relations Skills

SOFTWARE SKILLS

- MS Office.
- Tally ERP 9
- Basic Focus