

MOHAMMED SAMEER



Experienced professional with a strong focus on Accounts, Sales, Management & Operations.

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LinkedIn - <https://www.linkedin.com/in/mohammedsameerr/>

Location - Dubai, United Arab Emirates.

Portfolio website - <https://charminginfo.blogspot.com/>

EXPERIENCE

Accounts payable associate | Tata communications Ltd

April 2022- March 2023

- Formulated the workflow by understanding the company policies and compliance standards, reconciled the manual accounting transaction entries, resolving the errors in general ledger and cost center in SAP on basis of relevant company code and business entity.
- Recording and processing the invoices including rent, electricity, insurance, hotel bills, mobile bills, purchase of operating and capital expenditures, conveyance, and travel expenses for international regions in SAP.
- Executed International payroll payments for UK and Middle east regions along with EDA form submission and HR team approval posting in SAP.
- Accomplished with the reduction of Aging time from 5 to 3 and increased the performance activity in management.
- Resolved the queries and coordinated with employees to send invoice claims, preparing the financial reports, MIS reporting of payments, clearing the forex settlements, pending cash advances, and month-end provisions.

Customer service executive | Allsec technology

August 2021- April 2022

- Processing the transactions by verifying the invoices of E-commerce products, maintaining the customers database in SAP CRM. Preparing the tickets to assign the service center to deliver the products to customer's site.
- Delivered outstanding client service and received appreciation for listening and understanding their business requirements by behavioral approach in a professional manner.
- Recorded and reconciled the accounting transactions including purchases, sales, debit notes, credit notes, and stock management in Tally ERP.

SKILLS

- Proficient in SAP ERP, Tally ERP, Advanced Excel, Microsoft Office, SAP Concur, SAP CRM and typing skills.
- Recording the accounting transactions with accuracy, preparing the financial reports, general ledger reconciliation, communicate and solve the issues of customers.
- Minimized the time of workflow using Microsoft power query, macro tools and advanced excel formulas to automate the tasks efficiently.

PROJECTS

• Credit card analysis – Tata Communications Limited

Performing the bank reconciliation statements to investigate unpaid pending credit card amount and send reminder mail.

- **Portfolio projects** - Financial statement analysis, Forecasting the financial data model and more on my LinkedIn profile.

EDUCATION

The New College - **B.COM** Grade 70 (2017-2020)

Madras University - **MBA Finance management** Grade 70 (2020-2022)

Certification in Microsoft Office, Advanced Excel, Tally ERP, SAP Financial and Controlling management.

PERSONAL DETAILS

Date of Birth : 12/03/2000

Marital Status : Single

Nationality : Indian

Visa status : Visit Visa (Expire on 7th February 2024)