

MOHAMMED ABDUL HASEEB

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Detailed-oriented assistant accountant with 1 year of experience in managing accounts receivable functions in support of financial operations. Proficient in MS excel, Accounts Receivable, Invoicing, Payment processing, Collections, and Reconciliations. Also knowledgeable in VAT and corporate tax law. A proactive team player with excellent communication skills and commitment to delivering exceptional results in fast-paced environment.

EXPERTISE

Microsoft Office - Microsoft Excel - Accounts Receivable - Invoicing - Accounts Reconciliation - Bookkeeping - Problem-solving - Multi-tasking - Collection Management - Time Management - Good Communication - Customer Service

PROFESSIONAL EXPERIENCE

Assistant Accountant

BSN Scaffolding co, [Hyderabad, India]

[NOV,2022 - DEC,2023]

- Performed accounts Receivable duties such as invoices, recording payments and following up on overdue accounts.
- Generated and distributed invoices to customers accurately and promptly.
- Recorded and processed payment received from customers via multiple channels, while maintaining meticulous attention to detail.
- Reconciled payments against invoices issued, promptly identifying and resolving discrepancies to maintain accurate financial records.
- Proactively followed up with customers on outstanding invoices, sending reminders through mails on overdue accounts.
- Collaborated cross-functionally to gather financial data and support decision-making.
- Maintained accurate records of customer transactions, correspondence and collections activities, ensuring compliance with regulatory requirements.
- Contributed to achieving business objectives by optimizing accounts receivable practices and improve processes efficiently.

EDUCATIONAL QUALIFICATION

Degree	Institution	Board/University	Percentage	Year Of Passing
Bachelor of Commerce (Computer Application)	St. Paul's Degree and PG College	Osmania University	8.36 GPA	August - 2023
Intermediate	Sri Chaitanya Junior Kalasala	Telangana State Board of Intermediate Education	64.5%	June - 2020
S.S.C	Spring Dale's High School	Telangana Board of Secondary Education	7.8 GPA	April - 2018

CERTIFICATIONS

Project Report of Bisleri co. - Certified by Dept. Of Commerce.

LANGUAGE KNOWN

- English (Read, Speak & Write)
- Hindi (Read, Speak & Write)
- Urdu (Read, Speak & Write)

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to Best of my knowledge and belief.

(MOHAMMED ABDUL HASEEB)