

**Mohammed Rizwan**

**Email:** [**mohammadrizwan9092@gmail.com**](mailto:mohammadrizwan9092@gmail.com)

**Mob No: +971547328407**

**Deira Dubai**

**Profile:**

Detail-oriented and organized Invoicing Clerk with 2 years of experience in receivable, generating accurate invoices, and maintaining financial records. Skilled in using accounting software, resolving discrepancies, and ensuring timely payments. Proven ability to improve invoicing processes and maintain strong relationships with clients and vendors. Seeking to contribute my expertise to a dynamic organization.

**Professional Experience**:

**Magrudy’s Enterprises LLC, Dubai July 2023 – Present**

* Prepare and issue accurate invoices to clients in a timely manner.
* Verify and process vendor invoices, ensuring compliance with company policies.
* Resolve billing discrepancies and respond to client inquiries regarding invoices.
* Collaborate with the accounting team to ensure smooth financial operations.
* Maintain organized and up-to-date filing systems for invoices and financial documents.
* Assist in month-end and year-end closing processes.
* Entered financial data into accounting systems with high accuracy.
* Communicated with vendors and clients to resolve payment issues.
* Supported senior clerks in generating and processing invoices.

**Skills**:

* Invoice generation and processing.
* Receivable management.
* Proficiency in software Microsoft 365, SAP.
* Data entry and record keeping.
* Strong attention to detail and accuracy.
* Time management and ability to meet deadlines.
* Knowledge of basic accounting principles.
* Inventory management
* Warehouse operation

**Education**:

**Bechelor of Computer science April/2019 – April/2023**

Radha Raman institute of technology and science

Bhopal, Madhya Pradesh

**Intermediate March 2017- March 2019**

**ISLAMIA COLLEGE**

Darbhanga, Bihar, India

**Matric**

**Woodbine modern school Feb 2016- Feb 2017**

Darbhanga, Bihar, India

**Technical Skills:**

* Microsoft Excel
* Microsoft 365
* Microsoft word
* SAP
* ERP
* Outlook

**Achievements:**

* Reduced invoice processing time by 15% through improved workflow efficiency.
* Maintained a 98% accuracy rate in invoice generation and data entry.
* Received recognition for excellent customer service in resolving billing disputes.

**Language:**

* English – Intermediate
* Hindi- Fluent
* Urdu- Fluent

**Personal Information:**

* **Name**: Mohammad Rizwan
* **Email**: [Mohammadrizwan9092@gmail.com](mailto:Mohammadrizwan9092@gmail.com)
* **Mob No:** +971547328407
* **Nationality:** Indian
* **Passport issues:** Patna
* **Date of issues:** 23/11/2021
* **Date of expiry:** 23/11/2031

**Reference:**

Shallin Prakash

Warehouse Manager

+971505985687