

Mohammad Salman

+971 55 3255 843

mohammadsalmaan23@gmail.com

Dubai, U. A. E

www.linkedin.com/in/mohammad-salman-6287b2343



Dedicated and detail-oriented Assistant Accountant with experience in bookkeeping, financial reporting, and reconciliations. Proficient in managing accounts payable/receivable, invoice processing, and bank statements. Skilled in using accounting software and MS Excel to maintain accurate financial records. Strong analytical and problem-solving abilities with a commitment to accuracy and efficiency in financial operations.

SKILLS

- Bookkeeping
- Posting Payments
- Accounts Receivable
- Account Reconciliation
- Financial Analysis
- Customer Service
- Invoice Processing
- Ageing Reports
- Follow Ups

EXPERIENCE

Accounts Receivable Associate

Infinx Services Pvt Ltd, Hyderabad, India

Aug 2023 to Sep 2024

Invoice Generation: Prepared and issued accurate invoices to clients in a timely manner, ensuring all information is correct.

Payment Collection: Monitor outstanding payments, follow up with clients on overdue invoices, and ensure timely receipt of payments.

Cash Application: Record and apply payments to customer accounts, ensuring proper allocation and reconciliation of transactions.

Account Reconciliation: Reconcile customer accounts regularly to ensure accuracy in balances, investigate discrepancies, and resolve any issues.

Customer Communication: Maintain strong relationships with clients, address queries, and provide exceptional customer service regarding billing and payments.

Reporting: Prepare ageing reports, track outstanding balances, and provide management with regular updates on account statuses.

System Data Entry: Update and maintain accounts receivable records within the accounting software, ensuring all data is accurate and up to date.

Dispute Resolution: Handle billing disputes and work with clients and internal teams to resolve issues quickly and efficiently.

EDUCATION

Bachelor of Commerce in Computer Applications

2021-2024

KAKATIYA UNIVERSITY, WARANGAL, INDIA

Higher Secondary Education in Civics, Economics & Commerce

2019-2021

S.R. NAVA VIGNAN BHARATHI JUNIOR COLLEGE, WARANGAL, INDIA

LANGUAGES

- English
- Hindi
- Telugu

TECHNICAL PROFICIENCIES

- MS Office Applications
- Tally Prime
- Troubleshooting
- Mobile Applications
- Data Entry
- QuickBooks Online

STRENGTHS

- Attention to Detail
- Teamwork
- Quick Learner
- Adaptability
- Problem Solver
- Time Management

DECLARATION

I declare that the information provided is true and accurate to the best of my knowledge.

- *Mohammad Salman*
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