

Mohamed Riyazudeen

MBA (Finance & HR)



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Visa Type:

Visit Visa

Address:

Al Baraha – Dubai

Academics:

Master of Business
Administration

Finance & HR - 2012

Bachelor's Degree in
Commerce (B.com - CS) –
2010

Skill sets:

- ✓ Accounts Receivable
- ✓ Accounts Payable
- ✓ Book keeping
- ✓ Payroll
- ✓ Month End Process
- ✓ Bank Reconciliation
- ✓ MS Office Applications
- ✓ SAP
- ✓ Oracle ERP
- ✓ Quick books

Career Objective

To be a self-motivated, innovative, dynamic and responsible team member for a company poised for growth that gives me the scope to enhance my knowledge and improve my skills in order to cope with the latest technology and to deliver the best to the organization.

Professional Summary

- ✚ Master's in business administration with Finance & HR.
- ✚ 7+ years of experience in Finance & Accounting operations
- ✚ Strong customer handling skills and quality focused.
- ✚ Excellent communication skills, both written and verbal with the ability to convey complex concepts simply.
- ✚ A team player, able to maintain professionalism whilst under pressure.
- ✚ Self-confidence and a positive attitude, which translates well to customers, partners, and colleagues.

Work Experience

Accountant

HARMAN MIDDLE EAST - Dubai

April 2015 to November 2021

Key Responsibilities:

- ✚ Checking & verifying daily sales report.
- ✚ Verifying & posting all the sales invoices in ERP system.
- ✚ Posting customers cheque or cash receipts into the system and applying those amounts to the concerned invoice.
- ✚ Reconciling monthly General ledgers for all branches.
- ✚ Prepare bank reconciliation and reconcile other accounts in a timely manner.
- ✚ Daily cash & cheques collection from salesmen and depositing to bank.
- ✚ Petty cash handling and booking the vouchers.
- ✚ Preparing POS machine entries on daily basis through settlement receiving from Network payment solutions.
- ✚ Maintaining proper inventories by checking inventory on monthly basis.
- ✚ Booking expense & making cash payment voucher for all expenses.
- ✚ Assist with preparation of information/data for external auditors in the annual audit of the financial records.
- ✚ Provide support to sales department for taking new approvals by providing them with the outstanding balance in customer account.
- ✚ Preparing monthly ageing analysis reports & submitting to accounting manager, finance manager & general sales manager.
- ✚ Dispatching of invoice to customers & tracking of acknowledgements.
- ✚ Reconciling of sales vs cash & credit card collection of all the stores.
- ✚ Issuing of gift vouchers to stores & reconciling every month.
- ✚ Reconciling supplier ledgers & process the payments before due date & posting supplier payment entries.
- ✚ Administration expenses handing & control.
- ✚ Processing & posting supplier payment
- ✚ EPP payment for different banks.
- ✚ Protects organizations value by keeping information confidential.
- ✚ Entry for Purchase and Sales Invoices.

Areas of Interest:

- Finance
- Banking
- Accounting
- Operations Management

Languages Known:

- English
- Tamil
- Hindi
- Malayalam

Valid UAE Driving License

Date of Expiry: 16/01/2026

Personal Info:

Nationality - Indian

Marital Status – Married

Date of Birth – 23-Feb-1989

- ✚ Verifying of store petty cash reimbursement vouchers for all stores.
- ✚ Doing all entries such as payments, receipts, journals, purchase, sales, credit notes and debit notes.
- ✚ Preparation of monthly payment schedule (TR settlement & supplier payments) and allocating the fund for payments.
- ✚ Providing support in yearly stock audit yearly closing of books.

Accounts Associate
SUTHERLAND GLOBAL SERVICES
Private Ltd. India
Feb 2013 to Dec 2014

Key Responsibilities:

- ✚ Managed all aspects of accounting including cash flow management, accounts receivable, accounts payable and payroll.
- ✚ Controlled general ledger functions including account analysis, account reconciliation, adjustments and journal entries.
- ✚ Payroll management and coordination with accounts.
- ✚ Payables and Receivables Management.
- ✚ Preparation of bank reconciliation statement.
- ✚ Entry for Purchase and Sales Invoices.
- ✚ Prepare and Maintain proper accounting records relating to Purchase and Sales on a timely basis.

Education

SRM University - MBA - Specialized in Finance & HR
Tamil Nadu – India — 2010 – 2012

The New College: B. Com - CS
Tamil Nadu – India — 2007 – 2010

Key Skills & Core Competencies

- Strong knowledge in Accounting and Finance.
- Experience of working to tight deadlines with limited resources.
- Highly organized, proactive, hardworking, focused, & have attention to detail.

Achievements

- Awarded 'certification of appreciation' during the year 2018.
- Get appreciation for the 'Best Team Player' in the team.

References

Available Upon Request.

Declaration

I hereby declare that the above information furnished by me are true and correct to the best of my knowledge and belief.

(Mohammed Riyazudeen)