

# MOHAMMED HADEED ZEESHAN

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A result oriented professional with more than 11 years of enriched experience in the gamut of Finance, Accounting & system deployment; across various sectors such as Information & Technology, Retail, Real Estate, Facility Management, Property Developer and General Aviation.

## AREAS OF EXPERTISE

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Order to cash | Procure to pay | Record to report | Cash management | GL accounting/reconciliation | Data Analytics | Financial planning & analysis | Cost Control & Process Improvement.

## KEY PROJECTS

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- Oracle Fusion Migration (Jan 2022) Support Oracle R12 to Oracle Fusion Migration and implementation for multiple BU's.
  - Data Clean-up (Jun 2021): Handled Reconciliations for various Ledger and sub-ledgers and performed clean-up activity.
  - Microsoft Dynamics 365 Migration (Mar-2019): Core member for Microsoft Dynamics 365 Migration and Implementation in QBG.
  - Oracle R12 Migration (Dec-2015): Handled Analyst to Oracle R12 UAT Testing, Migration & Implementation for Leader Real Estate.

## SYSTEM HANDLED

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Oracle Fusion | Oracle R12 | Microsoft D365 | Focus | Microsoft Navision | Horizon.

## CAREER HISTORY

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Damac Properties Co.

Senior Accountant - FSS – Dubai, Feb-21 to Present

- Monitor and maintaining process of Vendor IPC, Verify invoices against contract terms and accurate recording of invoices within assigned time frame. Ensuring approvals as per line of authority for payments.
- Ensures tasks are performed in accordance with the internal control procedures as per SLA agreed with Local Business Units.
- Liaise closely with vendors and requestors on any queries or matters pertaining order and payment by providing timely and satisfactory response.
- Monitor Vendor Prepayments, Outstanding invoices and Refundable security deposits and provide detailed commentary for monthly business reviews.
- Present Quarterly Input VAT for U.A.E and U.K BU, providing detailed commentary for Out of Scope invoices, detecting errors, analyzing and resolving them.
- Reconciliations- Vendor SOA Recon, Sub ledger VS GL, Bank reconciliation for UK BU, VAT report VS VAT Input GL Recon.
- Handling full AP for 3 private aircrafts.
- Perform month end closing activities(provisions, period close exceptions report)

Qurum Business Group

Senior Accountant - Finance – Dubai, March 19 – Jan-21

- Responsible for Managing AP and AR Accounting.
- Ensure processing of all AP & AR invoices through P2P & O2C process and reconciliation of all Vendor and Customer Accounts quarterly.
- Generate AP age analysis report and ensures all approved payments are released as per agreed payment terms and ensures all supporting documents are in compliance with company's policy.
- Generate AR age analysis report and follow up with collection team.
- Meeting with vendors and customers for account discrepancies and resolve their queries.
- Prepare open PO and GRN listing and follow up with procurement and respective parties.
- Prepare open SO and Deliveries and follow up with respective parties.
- Monthly closing activities in AP & AR.

## Leader Real Estate

Senior Accountant – Finance- Dubai, Dec 2015 – March 2019

- Responsible for complete accounting cycle for assigned residential and commercial portfolio companies (Revenue, Expense, Closing and Reporting).
- Ensure posting of all rental contracts/sales contracts in timely manner.
- Preparation of various reconciliations such as monthly rent rolls, inventory reconciliation and bank reconciliation.
- Evaluation of various expense requests in terms of justification of the expense, budget availability etc. Verification of LPO's coding and posting of approved expenses as per budget in respective GL accounts as per DOA for Opex & Capex.
- Ensure approved payments are released as per agreed payment terms and all supporting documents are in compliance with company's policy and procedures and approved as per DOA.
- Ensure all Interim payments related to constructions are processed in timely manner.
- Ensures GRN's are assigned to LPO's on a monthly basis against complete work and services and cumulative monthly provision is revised as required.
- Prepare Monthly ad-hoc management reports and provide detailed commentary for monthly business reviews and preparation of dashboard reporting.
- Performing bank reconciliation and Sub-Ledger reconciliation, aiding to uncover and resolve underlying issues.
- Assist Finance Manager in preparing budget and forecast exercise on quarterly and annual basis.
- Ensure Balance sheet reconciliation is conducted on the quarterly basis.
- Prepare monthly accruals (expense & revenue), depreciation, prepaid expense entries, transfer entries and ensures that all these activities are completed before the month end.

## Leader Sport Trading

Accounts Receivable Specialist – Finance-Dubai, Dec 2013 – Nov 2015

- Handles and process intercompany & external Billing in Oracle, Generate invoice and customer account statement.
- Gather and verify supporting documentation prior to billing.
- Prepare overdue (Collections) analysis report of open balances and overdue items, account reconciliation with customers and informing respective BU for necessary collection efforts.
- Perform credit Management activities including analyzing new and existing customers, creditworthiness and corresponding with delinquent accounts.
- Manage delinquent accounts and resolve customer queries/complaints through emails and meetings.
- Monitor bounced cheques and legal cases and coordinates with Legal Department and Business unit to keep track for progress and updates.
- Prepare quality monthly management report as per agreed templates/format with comments for review with Finance Manager.
- Participates in the monthly/quarterly/yearly financial closings of the business.
- Co-ordinate with internal and external auditors for yearly audit.
- Look continuously for streamlining and improving process and identifying areas of performance improvement and automation.

## Genpact India Pvt Ltd.

AP Executive– Finance-India, May 2012 to Aug 2013

- Processed all kinds of Invoices (PO three Way matching, NON-PO) using the ORACLE R12.
- Reviewed invoices for appropriate documentation and approval prior to payment.
- Ensured that 100% invoices are processed and not kept under any holds.
- Assisted Payments Team in validation and prioritization invoices as per scheduled date.
- Updated daily reporting status such as the number of invoices processed, direct match, workflow and resolved cases etc., • Handled the escalation of invoices and ensured payment after receiving resolution from the Clients end.
- Resolved client queries through e-mail.
- Provided training to new joiner.

## ACADEMIC & PROFESSIONAL QUALIFICATIONS

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Bachelor of Commerce from Osmania University - India 2012

Pre-University College (+2 Years) from Board of Intermediate Hyderabad India. SSC from Board of Secondary form Hyderabad India.

## OTHER SKILLS

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Language Skills: English (Full Proficiency) | Hindi (Native) | Urdu (Native) |