

Mohtashim Momin

Accountant

Contact

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UAE

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LinkedIn

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Skills

Account Reconciliation

Payroll Processing

Accounting principles

Bookkeeping

Languages

ENGLISH

HINDI

URDU

Experienced and detail-oriented accountant with 4+ years of experience maintaining accurate accounting for large-scale financial organization in UAE. Skilled in managing accounts receivable, payroll preparation, bank reconciliation..... ,able to work independently or as part of a team. Continuous learner, always seeking to enhance professional abilities.

Work History

2022-07 -

Current

Accountant

AL Hai & AL Mukaddam For Geotechnical Works LLC, Dubai

- HANDLING ACCOUNT RECEIVABLES
- SET UP INVOICES AND ARRANGE TO DELIVER ALL MONTHLY INVOICES TO THE PARTICULARS CLIENTS WITH DRIVERS
- FOLLOW UP FOR THE PAYMENTS (THROUGH CALL OR EMAIL BY SENDING SOA & INVOICE) AND DETERMINE PAYMENT SCHEDULES WITH CUSTOMERS

- ENSURE TO RECIVE ALL THE DUE PAYMENTS AND ARRANGE DRIVERS FOR THE CASH/CHEQUE COLLECTION
- MAINTAIN ACCOUNT RECEIVABLE RECORDS AND RELATED FILES
- ENTERING RECEIPT VOUCHERS IN THE SOFTWARE
- HANDLING PETTY CASH AND DAILY TRANSACTION
- MAINTAIN EMPLOYEE RECORDS
- DEALING WITH QUERIES ON THE PHONE AND BY EMAIL
- MONITORING THE LABOUR SALARY AND WAGES
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2021-08 -

2022-06

Accountant

Barracks Retail India Pvt Ltd , Mumbai

- Handling petty cash book, invoicing, maintain daily stock, preparing worker's salary on excel, attendance of employees, all purchase,sale & payment receipt entries in tally, filling GSTR1 and GSTR 3B, Bank Reconciliation, excellent in operating Tally-ERP9.

2018-05 -
2021-06

Accountant Assistant

C.A Parvez Alam Ansari & Co, Mumbai

- Managing day to day accounts and making bills,E-way bill,GSTR1 and GSTR 3B File, preparing & analyzing weekly purchase sale report on excel, handling account receivable & bank reconciliation.

Education

2018-06 -
2020-03

B.COM

Samadiya Arts & Commerce College - Mumbai
Graduate

- 5.62 GPA

2017-06 -
2018-02

HSC

Rais High School & Jr College - Mumbai
Higher Secondary Certificate

- 74.31%

2015-06 -
2016-03

SSC

Rais High School & Jr College - Mumbai
Secondary School Certificate

- 68.20%

Certifications

2016-07

Central Board of IT & Vocational Training

Interests

Making the connection and networking with the people in your chosen field who can help you to achieve your goal.
