

MAHAMMAD HISAMUDEEN

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CAREER OBJECTIVES:

To work in a stimulating environment where I can apply & enhance my knowledge, skill to serve the firm to the best of my efforts.

EDUCATIONAL QUALIFICATION:

- Bachelor of Commerce (at Mangalore University 2018-19)
- PUC –Government Pre-University Collage Uppinangdy
- SSLC- Government High School Karaya

WORK EXPERIENCES:

1.Worked as **Executive Accountant** in Rupeek Fintech Pvt Ltd, Bangalore, India

(Oct 2019 to May 2021)



2.Working as **Accountant** in SS Lootah Real Estate L.L.C, Dubai, United Arab Emirates

(Nov2021 -Present)



DUTIES & RESPONSIBILITIES:

- Reviewing accounts payable invoices of creditors /suppliers through purchase ledger system for correct cost and quantities and daily posting of accounts payable transactions.
- Receiving invoices from procurement department and approving the invoices into system after collecting proper documents attached.
- Reconciliation of balances with Debtors and Creditors on regular basis.
- Handling daily petty cash and passing cash voucher into system after verification.
- Holding cash, Cheque books and other security items.
- Coordinating with banks for all kinds of transactions and monitoring of fund position and preparing monthly bank reconciliation.
- Preparing customer invoices/billing & ensuring timely invoicing is done to the clients.

- Monitoring payment status of accounts receivable.
- Managing vendor issues.
- Ensuring the disclosure pattern meets the relevant standards of accounting and all items of expenses and income are properly reflected in the statement of accounts
- Keeping all documents and reconciliations up to date for monthly and quarterly reports and annual audit.
- Preparing of all documents related to accounts receivable, accounts payable, accruals, cost accounting, inventory, fixed assets, and revenue.

KEY FUNCTIONS:

- Initiating Payment.
- Bank Reconciliation (BRs) of accounts Interest Calculation Posting
- Export of currencies to our main administrative office. Repayment Operation
- ZOHO Ticket Escalation
- Handling the Complaints about Remittance

COMPUTER LITERACY:

- Microsoft Office, Computer Basics, Worked on Rupeek Software at Rupeek Fintech Pvt Ltd Bangalore Worked on 2020·
Oracle, ERP
- Real estate Posting entries, Validating documents, PDC

ACHIEVEMENT:

- NCC National integration Camp Odisha
- Participated in International NCC Yoga day in the Year 2017 ,2018. Participated in Leadership programmed held @ St. Philomena, Puttur

AREAS OF INTEREST :

- Real Estate, Administration, operations, Banking, Customer Service, Accounts. Cashier

PERSONAL DETAILS:

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| 1. NAME | : MAHAMMAD HISAMUDDEEN |
| 2. DATE OF BIRTH | : 28 FEB 1988 |
| 3. NATIONALITY | : Indian |
| 4. LANGUAGES KNOWN | : English,Arabic,Hindi,Kannada,Malayalam |
| 5. VISA STATUS | : Employment |
| 6. PASSPORT NO | : U2650484 |

DECLARATION:

- I hereby declare that the particulars above furnished are true to the best of my knowledge.

[MAHAMMAD HISAMUDDEEN]