



MAHROOF PA

To excel in a position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me. I can perform well in my fields, and I assure to uphold your quality standards, policies and procedure.

CONTACT

+971 55 1396515
mahroofpa019@gmail.com
Dubai, UAE

PERSONAL DETAILS

Gender : Male
Nationality : Indian
Marital Status : Married
Date of Birth : 19-01- 1984
Passport : N0317387
Driving License : 1554522 (UAE)
UAE Visa Status : Visit Visa

LANGUAGES

English
Hindi
Malayalam
Arabic

INTERESTS

Reading, Traveling and Socializing

REFERENCES

Available upon request

PERSONAL SKILLS

- Well organized
- Quick learner
- Strong Time Management
- Excellent Communicator
- Good Problem Solver
- Team Player
- Good presentation and pleasant manner
- Approachability
- Warm personality

WORK EXPERIENCE

Accountant

Al Shurooq Oil Field Equipment FZE
January 2015 - July 2019

Responsibilities:

- Maintaining the billing system
- Generating invoices and account statements
- Maintaining accounts receivable files and records
- Producing monthly financial and management reports
- Investigating and resolving any irregularities or enquiries
- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Prepare bills, invoices and bank deposits
- Verify discrepancies by and resolve clients' billing issues
- Researching and resolving account discrepancies.
- Processing and recording transactions
- Working with the collections department to review accounts and client payment and credit history to develop new or better repayment terms.
- Performing administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filing paperwork, and contacting clients to discuss their accounts.

Accounts Cum HR Assistant

3D Innovation

November 2008 - December 2014

Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Maintain calendars of HR management team.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Process payroll and resolve any payroll errors.
- Keep up-to-date with the latest HR trends and best practice.

EDUCATION

- Bachelor Degree in Commerce - 2006, India
- Advance Diploma Computerized Financial Accounting - 2007, India
- Diploma in store keeping - 2003, India
- English & Arabic Typing Course (Data Entry Work) - 2002, India

SOFTWARE EXPOSURE SKILLS

- MS Office Applications (Word, Excel, Outlook, PowerPoint etc.)
- Tally
- Peach Tree
- Data Entry

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Mahroof PA