**Muhammed Habeeb**

Mobile No. 0563174944

Email: ihabeeb4@gmail.com

**Career Objective:**

To excel in a challenging environment by integrating my knowledge, skills and experience and learn new approach & concepts to fulfill the assigned responsibility.

**PROFILE SUMMARY**

* 2+ years of experience in General Accounting & HR Admin in Ghantoot Construction Company AUH.
* 3+ years of experience in T&E (Travel and Expense) and Procure to pay domain.
* Experience in various functions such as General Accounting, Petty Cash Maintain, Ordering Process, Accounts Payable, Procurement & Sourcing, Customer & Vendor Management, Global level T&E.
* Work experience in SAP(ERP), Concur Application, Tally, EPRO, SCDB, POLC and Microsoft Excel.
* Adept in developing and ensuring client satisfaction by maintaining excellent Turn Around Time (TAT) for delivery & service quality norms.
* Good understating and experience in AP Work flow deployment and Integrating Work flow with other automation tools and ERP and Experienced in process stabilization post new ERP rollouts such as Oracle & SAP.

**Education Profile:**

* Bachelor of Business Management (Finance & Accounting)

**Experience details:**

1. Currently working as **General Accountant** of **Ghantoot Construction Company AUH** from 2017 to till now.
2. Worked as a **Senior Finance** Analyst in **Invisor Management Solutions Pvt Ltd** from 2015 to till 2017.
3. Had been worked as an **Accountant** in **Capgemini Pvt Ltd** from Aug 2013 to Sep 2015.

**Project # 3**

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| Designation | : | General Accountant |
| Team | : | Finance and Insurance. |
| Organization  | : | **Ghantoot Construction Company.** |

**Ghantoot: -** Ghantoot Group is an organization which has varied business interests and has always come up with innovative business ideas. From civil works to electrical projects, marine works to landscaping and irrigation, pharmaceuticals to interior designing, Ghantoot Group is dedicated to turning imaginative ideas into leading products and services.

**Roles & Responsibilities:**

* Organize various Accounts Receivable and Accounts Payable journal entries in the system.
* Master Data Maintenance and Credit management.
* Petty cash handle with generate Receipt Vouchers & Payment Voucher.
* Payment received from each section and update in Ledger.
* Collecting all bills from typists & sort internal companies wise and prepare invoice based on their requirements.
* Basic knowledge of Immigration forms for new and renewal applications (E-Channel)
* Generate Invoice for all Divisions (Internal Ghantoot companies).
* Analyzing and audit the bills which received from typist, though EPRO software to make sure all bills are belongs to particular companies.
* Preparing Bank Reconciliation & Bank management.
* prepare fund request / cash request and contact though email/ calls to particular finance head department to arrange the cash to make process smoothly.
* Prepare purchase Orders and place LPO, vendor Invoices and Knowledge in VAT returns and filing
* Prepare weekly and monthly report to higher level management.

**Project # 2**

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| Client | : | **Vodafone GmbH** |
| Designation | : | Senior Financial Analyst |
| Team | : | Procure to Pay |
| Organization  | : | Invisor Management Solutions Pvt Ltd |

**Vodafone GmbH** is a German subsidiary of Vodafone Plc, a company based in the UK. It provides mobile phone, DSL, LTE, cable internet, landlines, cable TV and IPTV services to customers in Germany.

**Roles & Responsibilities:**

* Order Processing & regular contacting with suppliers to for smooth functioning.
* Releasing purchase order to vendor through SAP.
* Raising of shopping carts on the basis of available budget
* Handle P2P support queries, escalations with a very high level of customer service focus - VMware Global accounting operations
* Ensure all P2P queries are answered within agreed SLA with adherence to all Quality Parameters
* Managed the internal and external Mail Functions
* Daily/Weekly/Monthly Report Preparation.

**Project # 1**

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| Client | : | Syngenta AG |
| Designation | : | Financial Analyst |
| Organization  | : | Capgemini Pvt Ltd |

**Syngenta AG** is a global Swiss agribusiness that produces agrochemicals and seeds. As a biotechnology company, it conducts genomic research. It was formed in 2000 by the merger of Novartis Agribusiness and Zeneca Agrochemicals.

**Roles & Responsibilities:**

* Preparation of Payment & Receipts Vouchers and posting in SAP.
* Booking of invoices in the ERP system after verifying it with the goods receipt note (GRN) from the requesters.
* Analyzing and working on the concur administration & coding client’s accounts payable invoices in SAP.
* Review all invoices for appropriate documentation, post and upload invoices into SAP system, and getting approval.
* payment & prepare Reports on daily basis
* Preparing the Productivity Reports Weekly to maintain Supplies aging & outstanding statements.
* Account Payable – Clients & Follow up invoice processing and manual posting in SAP.
* Verifying the claims/invoices submitted by employees in concur as well SAP and analyzing the Expense reports daily basis.
* Preparing Various WIP report as per the client’s requirement, maintain Employees Data and analyzing the same.
* Performing SAP and Concur Reconciliation report and also Accruals reports sending it to the Clients, Book Liabilities &
* Implementing new accounting procedures and processes and Cross checking of invoice entries.
* Managing vendor accounts, generating vendor account as per the requirements.
* Expertise in reviewing and preparing monthly, quarterly and annual financial reports.

**Computer Proficiency**

* ERP (SAP)
* EPRO
* Concur Application.
* SCDB, POLC
* MS Office: (Word, Power Point, Excel-Expertise)
* Tally

**KEY STRENGTHS**

* Do not hesitate to take the initiative and voice my opinions.
* Problem solving ability.
* Decision skills.
* Smart working and People management.
* Ability to handle stress

**PERSONAL DETAILS**

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| **Name** | : | Muhammed Habeeb |
| **Date of Birth** | : | 17-02-1992 |
| **Nationality** | : | Indian |
| **Passport #** | : | K6679367 |
| **Language Known** | : | English, Hindi, Arabi, Malayalam, Tamil, kannada  |

 **License :**2458022

**DECLARATION**

I hereby declare that the above mentioned details are true to the best of my knowledge.

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| Place | : |  |
| Date | : |  |

(Muhammed Habeeb)