

MOHAMMED WASEEM GHANI

ACCOUNTS EXECUTIVE



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Dubai - UAE

Passport: S3889089

Nationality: Indian

Date of Birth: 28-06-1985

ABOUT ME

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise. Seeking a position as **Accounts Executive** where extensive experience will be further developed and utilised.

ACHIEVEMENTS



Employee of the Month.



Implementation of KOFAX
Validation to improve OCR
Recognition rate.



Top Performer of Accounts
Payable Team.

EXPERTISE

Accounts Payable

80%

Administrator

75%

Stakeholder Management

90%

Tax compliance

95%

PROFESSIONAL SKILLS

- Highly Self-Motivated Professional with 9 years of experience across Financial Entities.
- A dedicated team player with creative Problem-solving abilities.
- Hands-on experience in accurately recording invoices as per standard operating procedure.
- Great understanding on various nature of Business operations due to work experience in procurement, Trade Finance, Administration and Facility Management.
- Proficient in verifying relevant LPO's, GRNs, authorization in line with Delegation of Authority, etc. while booking invoices.
- Sound knowledge of VAT regulations in GCC countries.
- Deep knowledge of handling Vendor / Business Units queries.
- Ability to resolve escalated queries with a sense of urgency.
- Extreme ability to collaborate between internal and external teams to resolve complex issues.
- Acumen to do a thorough investigation and get to the root cause of an issue and resolve queries satisfactorily.
- Customer-first mind-set leading to improving the voice of customers.
- Analysed queries and made recommendations for improvements.
- Huge knowledge of supporting administrative/clerical functions.
- Proficient in administrative skills,
- Immense ability to exercise discretion and maintain confidential information.

JOB RESPONSIBILITIES

Accounts Payable Executive | 2018 - Present **Majid Al Futtaim Ventures – Dubai UAE**

- Responsible to record PO & NON-PO based invoices in the system as per Standard Operating Procedures.
- Ensuring relevant LPO's, GRNs, authorization as per the Delegation of Authority, etc. are attached while booking invoices.
- Resolving assigned customer queries/complaints within agreed SLAs or escalate to Supervisor where necessary.
- Complying with Finance Shared Service KPI'S and provide Best In class Services.
- Communicating and supporting effectively to all relevant stakeholders and vendors. with regards to queries, clarification & concerns.
- Checking Invoices for TAX regulation as per the standard operating procedures.

Accounts Assistant | 2014 – 2018 **Majid Al Futtaim Ventures – Dubai UAE**

- Receiving of Invoices and Validation of each invoices against the Transmittals.
- Responsible for administration and support related tasks.
- Scanning and validating all invoices in Kofax as per the operating procedures.
- Assisting Accounts Payable Team with the issue and provide necessary support to resolve it.
- Documentation of the Scanned invoice and all its supporting Documents.
- Checking and Validating of the petty Cash Vouchers against the summary for payment.

Finance Coordinator | 2012 **Sara Soule PVT LTD – Bangalore India**

- Process invoices and follow up with clients, supplier and partners as needed.
- Provide Administrative support to the Finance Team.
- Help with Financial data entry and general booking.
- Preparing sales orders & quotations
- Following up for payments.

Finance Assistant | 2011

UB INTERNATIONAL – Bangalore India

- Update and maintain Financial records.
- Independently prioritize daily tasks and responsibilities.
- Adhere to current accounting / finance laws and regulations.
- Help with Financial data entry and general booking.
- Preparing receipts, vouchers, invoices etc for entry into data sheet.

Reference: On request will be provided

CERTIFICATIONS

- Accounting Fundamentals from Corporate Finance Institute
- Accounting Training – Online Accounting Course [EDUCBA]
- Excel Crush Course from Corporate Finance Institute.
- Tally ERP 9 For Beginners.

STRENGTHS

- Loyal & Strong Work Ethic.
- Excellent Communication Skills.
- Positive catalyst.
- Enthusiastic.
- Team Player.
- Attention to Detail.
- Highly Collaborative
- Quick Learner.
- Multi-tasker.
- Problem-solving.
- Adaptable.
- Think out of the Box.

SYSTEMS

- Microsoft Dynamics AX.
- Tally ERP 9.
- KOFAX.
- SharePoint.
- LANDesk Query Management & Vendor Portal.
- Microsoft office 365.

LANGUAGES

- English.
- Hindi.
- Urdu.
- Tamil

EDUCATION

- Diploma in F.Tech (2002-2005)
KAR polytechnic College -Ambur.
- HSC (2001-2002) – Islamiah
Boys Higher Secondary School -
Vaniyambadi
- SSLC (2000)– Islamiah Boys
Higher Secondary School
Vaniyambadi