



MOHAMMED KALEEM UDDIN

Accountant

WORK EXPERIENCE

Alvi's Constructions, Hyderabad, Telangana-India

Accountant

April 2018–May 2022

CURRENT ROLE & RESPONSIBILITIES

Responsibilities:

- Daily Bank Reconciliation verification
- Cash Flow statement preparation and presenting weekly basis. Financial statement preparation.
- All payment checking and submission
- Tax & regulatory payment and Return filing due date.
- Credit outstanding monitoring weekly basis and liaise with sales teams for collections.
- Liaise with external auditors and get complete audit work and submit for Director signature within the agreed timeline
- Budget working department wise and presentation to owners and monitor actual against budgeted
- Person having experience of working as accountant in workshop or shop floors are preferred
- Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements
- Resolving errors in financial reports and correcting faulty reporting methods

BMA International FZE, Dubai. UAE

Accountant at Redtag/Twenty4 Fashions Group

November 2015–February 2018

CURRENT ROLE & RESPONSIBILITIES

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PROFILE

A highly organized **Accountant** with 8+ years of experience, associate with Degree in Management Studies along with impeccable technical skills & knowledge seeks to work in a challenging environment, where I can improve my skills, update my knowledge & also take part in the growth of the organization in strategic planning and executing innovative project management solutions for your clients & take my organization to the position which every organization dreams to be at.

CONTACT

PHONE:

+971 58 2263382

+91 9505045829

CURRENT RESIDENCE:

Dubai– UAE (**VISIT VISA**)

Valid until –AUG 2022

EMAIL:

mdkaleem50@gmail.com

CERTIFICATES:

- IND – MS Office
- IND–Tally ERP-9.6/5 (Vat)

KEY SKILLS:

- Invoice coding familiarity.
- Advanced Bookkeeping Skill
- Problem Solving & Decision making and Critical thinking skill.
- Business processes and procedures.
- Data Entry

INTERPERSONAL SKILLS

- Smart worker & Energetic
- Optimistic and self-motivated
- Quick Adaptability to New Technologies
- Team player with good Interpersonal Communication and Presentation Skills
- Ability to Work hard and handle Crisis situation.
- Ability to produce the best result in pressure situations
- Hard-working & Ability to manage pressure and stress.
- Open to working in flexible shifts & Long hours.
- Ability to relate with people through effective communication skill.

PERSONAL DETAILS

Father's name : Mohammed. Shamsuddin
Marital Status : Married
Date of Birth : 15-06-1976
Nationality : Indian
Religion : Islam
Linguistics : English, Hindi and Urdu
Ability

PASSPORT DETAILS

Passport No : N5933800
Place of Issue : Dubai
Date of Issue : 01/03/2016
Date of Expiry : 28/02/2026

EDUCATION

Highest Degree : Bachelor of Project Management)
University : Xavier Institute of Business Management Studies .
Intermediate : Board of Intermediate - (History, Civics & Economics)
Sec. School : Board of Secondary - Education

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BMA International FZE, Dubai, UAE

Admin Assistant at Geant Hypermarket Groups – Fucom LLC

December 2012-October 2015

CURRENT ROLE & RESPONSIBILITIES

Responsibilities:

- Answer and direct phone calls
- Maintain contact lists
- Submit and reconcile expense reports
- Write and distribute email, correspondence memos, letters, faxes and forms
- Meeting and greeting clients and visitors to the office.
- Typing documents and distributing memos.
- Supervising the work of office juniors and assigning work for them.
- Handling incoming / outgoing calls, correspondence and filing.
- Faxing, printing, photocopying, filing and scanning.
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Organizing business travel, itineraries, and accommodation for managers.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Creating and modifying documents using Microsoft Office.
- Setting up and coordinating meetings and conferences.
- Updating, processing and filing of all documents.
- Prepare substantial completion certificates and ensure all required project close out documents are obtained.
- Communicate ideas for improving company processes with a positive and constructive attitude, and for developing this attitude in others.

AMITCO CONSTRUCTION & DEVELOPERS Hyderabad

AutoCAD Draftsman at AMITCO CONSTRUCTION & DEVELOPERS Hyderabad

April 2009-September 2012

CURRENT ROLE & RESPONSIBILITIES

Responsibilities:

- Produce Client Drawings from design information as per specification and accordance with good industry practice.
- Create and modify solid models and detail drawings from sketches models layouts or notes provided by Design Engineer.
- Detailing of working drawings for columns, Beams, and its reinforcement details, making Excavation Plan marking Column & Footings sizes as per the design with Centre line distances as per the Architectural plan and General Layout Plans.
- Maintain records of all construction dates and project costs.
- Provide the needed documents for all implementations and activities on site.