

CURRICULUM VITÆ

MOHAMMAD AKOLAWALA

Address : 419, Al Zarooni Building,
20 Street, Frij Murar Deira, Dubai -UAE
Phone No : +971 52 306 7584
E- Mail : mohdbest5@gmail.com



OBJECTIVE

To work with the best of my capabilities, achieving the targets assigned to me, with utmost integrity and to help the company grow in its specific field and at the same time grow with the company with well organized and planned working.

EXPERIENCE PROFILE

Company Name : Noor Al Hutaib Trading LLC (Dubai)

Position Held : As an Accountant.

Duration : April 2021 to June 2021

Responsibilities:-

- Day to day's business transaction entry.
- Maintain Cash & bank flow of company.
- Bank reconciliation.
- Credit card reconciliation.
- Prepare cheques for supplier payment.
- Follow up for customer payment through email by sending SOA and phone.
- Maintain all company documents record up to date.
- Payment of all utility bills.
- Maintain Petty cash.

Company Name : Califorca Trading LLC (Dubai)

Position Held : Sales Executive.

Duration : February 2020 to March 2021

Responsibilities:-

- Travel within sales territory to meet prospect & customer.
- Conduct call & face to face meeting with customer daily.
- Build and maintain relationship with new and old customer.
- Educate customers on how products or services can be benefit for them financially & professionally.
- Sell the company's products or service to customers within your given territory.
- Monitor the company's industry competitors, new products, and market condition to understand a customer's specific needs.
- Work closely with marketing department to help build the brand.
- Maintain record of all customer's sales accounts.
- Time to time follow up for payment by calls or by emails.
- After receiving payment from customers hand over the cash / cheque in account department.

Company Name : Califorca Trading LLC (Dubai)
Position Held : As an Accountant
Duration : May 2016 to January 2020

Responsibilities:-

- Make purchased order on basis of sale & discuss with salesman for booking goods.
- Booking goods from supplier from china through mail & negotiate for price of new item in booking.
- Track all orders status from loading to container arrive on port.
- Handle logistics.
- Send freight inquiry to shipping line & book best freight.
- Maintain all containers ETD & ETA in excel sheet.
- Check all copy documents of container with supplier on mail.
- Make TT to supplier through Exchange.
- Follow up with supplier to send original document of container.
- Discuss with salesman regarding new goods and hot sale item.
- Make LPO of local Goods.
- Take entry of all local purchased invoice.
- Take entry of journal voucher & payment receivable & payment payable.
- Make petty cash voucher and take entry in system.
- Maintain petty cash.
- Maintained all legal documents such as Trade license, Tenancy contract & Ejari.
- Maintain records of all company vehicles.
- Assist the inquiry call.
- Maintain online accounts on amazon.ae
- Maintain website orders & keep website updates with new item imports.
- Make certificate of Origin form Dubai Chamber site.
- Photo editing in Photoshop & update in system.
- Renew all legal documents through online.
- Make item catalog.
- VAT return Filling Quarterly.

Company Name : Raj & Raj Construction (India)
Position Held : As an Accountant
Duration : September 2012 to April 2016

Responsibilities:-

- A computer entry of day to day's business transaction.
- Compute the bills.
- Explanation about project & site to customers.
- Maintain detail records of owner property & other project detail.
- Maintained construction files for all paid invoices, drew application for all project.
- Coordinate with contractor for labour payment on daily wages.
- Responsible for collecting due payments or monthly instalment from customers.
- Reviewed, maintained and controlled all building cost from dirt to finish.

- Take estimate & turn into project budgets.
- Do weekly and monthly cost project.
- Provide weekly cost report of all capitals projects and construction project
- Balance project cost to general ledger accounts.
- Prepared legal documents for registry from customers.
- Maintain all receivable payment from customer against project in individual ledgers.
- Take entry of material purchased for construction.
- Managed accounts payable, accounts receivable, and payroll departments
- Reviewed all approved construction invoices,
- Maintained cash.

Company Name : Orient Trading Company (India)

Position Held : As an Account Assistant

Duration : March 2010 to August 2012

Responsibilities:-

- Maintain day to day books of Accounts in Tally ERP9.
- Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors.
- Maintain Internal Audit: Store And Accounts Book.
- Maintain Journal Entry Sale, Purchase & Expenses Invoice.
- Maintain Receivable & Payment Entry.
- Calculation of Monthly Sale Tax, Vat & TDS.
- Maintain Petty Cash Books.

EDUCATION

- 10th State Board Division-I - March, 2008
- 12th (Commerce) Sate Board Division-II - February, 2010
- B.Com (Part II) RTMNU Board - March, 2012

COMPUTER SKILLS

- Microsoft office, Internet & Email.
- Tally ERP 9.
- Outlook
- Photoshop
- Corel draw
- Expert Accounting Software

PROFESSIONAL SKILLS

- Have the knowledge of Commerce as well as IT(information technology).
- Team Player.
- Self-motivated.
- Willingness to work overtime or on shifts.
- Always focus to achieve targets.
- Good analyzing and communication skills.
- Quick learner and able to take pressure.
- Efficiently able to deal with clients.
- Ability to take decision on spot.
- Ready to face challenges.

PERSONAL INFORMATION

- **Date of Birth:** 25-03-1991
- **Nationality:** Indian
- **Religion:** Muslim (Dawoodi Bohra)
- **Marital Status:** Single
- **Language Known:** English, Marathi, Hindi, Gujrati.

DECLARATION

I hereby declare that all the above mentioned information given by me is true and correct to the best of my knowledge and belief.

REFERENCES

Available On Request.