



# Abdul Azeem Mohammed

## Hr Administrative & Accounts Executive

### My Contact

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📍 Bur Dubai, Dubai – U.A.E  
Visa Status : Visit Visa

Date of Brith : 08th Oct'1977

Passport Details:

Passport No.: X 6012834

Expiry Date: 26th Jan'2033

### Hard Skill

- Benefits administration
- Recruitment and onboarding
- Performance management Payroll
- processing and management
- Accounts payable and receivable
- General ledger management.

### Soft Skill

- Soft Skill Communication
- Problem-solving and decision-making
- Time management and organizational
- Customer service
- Teamwork and collaboration
- Integrity and ethical behavior.

### Education Background

- Bachelor of Commerce from Osmania University Hyderabad [1999].
- M.E.C from Nagarjuna Junior College from Intermediate Board of Andhra Pradesh Hyderabad – [1996]
- SSC from Covell's High School Hyderabad- [1994]

### Technical Skill Education

- Diploma in Computer Hardware Engineer [DCHE] from ICSS [2003].
- Accountancy competed from I P A along with Sales Tax, Central Excise & Income Tax [2000].
- Diploma in Advance Software Technology [DAST] from CMC[1999].
- Passed Typewriting from State Board of Technical Education and Training Practical. [1996].
- **MS Office, ERP, SAP, QuickBook & Tally.**

### About Me

HR administrative officers oversee HR functions such as recruitment, employee benefits, and compliance. Accounting officers manage financial transactions, reports, and budgets. Both play crucial roles in ensuring the smooth operation of a company's administrative and financial functions.

### Professional Experience

#### Code Studios | Hr. Administrative Executive

February'2017 to January '2023

##### Key responsibilities:

- Maintaining employee records and databases.
- Coordinating recruitment and onboarding processes.
- Managing employee benefits and compensation programs.
- Developing and implementing HR policies and procedures.
- Facilitating employee training and development programs.
- Managing employee performance and disciplinary processes.
- Ensuring compliance with employment laws and regulations.
- Managing employee relations and resolving workplace issues.
- Coordinating employee safety and health programs.
- Providing administrative support to HR and other departments as needed.

#### Mansha Enterprises | Accounts Executive

August'2001 to December'2016

##### Key responsibilities:

###### Accounts Payable:

- Reviewing and processing invoices for payment.
- Ensuring accuracy and completeness of invoices and related documentation
- Communicating with vendors and suppliers to resolve payment issues
- Maintaining accounts payable ledgers and databases
- Reconciling accounts payable transactions with vendor statements
- Preparing and processing check runs and electronic payments
- Monitoring and analyzing accounts payable aging reports
- Assisting with month-end and year-end closing processes
- Ensuring compliance with company policies and procedures as well as applicable laws and regulations
- Providing support and assistance to other accounting and finance functions as needed.

###### Accounts Receivable:

- Invoicing customers and clients for goods or services rendered
- Monitoring and tracking customer payments and outstanding balances
- Communicating with customers to resolve payment issues or disputes.
- Recording and reconciling customer payments in the accounting system
- Preparing and submitting statements and reports related to accounts receivable.
- Managing and updating customer records and databases
- Following up with customers on overdue payments and past-due balances.
- Coordinating with sales and customer service teams to resolve customer issues.
- Assisting with month-end and year-end closing processes
- Ensuring compliance with company policies and procedures as well as applicable laws and regulations.