

MAHAMMAD IRSHAD



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🏠 Al Rigga, Deira Dubai.

OBJECTIVE

A qualified professional in Finance and Accounts with over all 9 years of comprehensive experience, with an exceptional track record of financial organization, seeking a challenging and professionally rewarding position to contribute my accrued expertise towards the enhancement of the organization.

WORK EXPERIENCE:

Company : UAE EXCHANGE CENTRE LLC
Designation : Branch Accountant, Customer service officer
Period : June 2015 to March 2021
Work Place : Al Nahda Dubai.

JOB PROFILE:

- Preparing and posting journals
- Creating a monthly corporate, divisional budget for the company and monitoring expenditure.
- Maintain necessary entries of day to day transactions and preparation of efficient ledger accounts.
- Managing Branch cash flow and preparing cash flow statement.
- Preparing financial accounts for monthly review.
- Maintain necessary entries of day to day transactions and preparation of efficient ledger accounts.
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- Bank reconciliation: maintain required files, reports and data. Reconcile and rectify all ledger accounts belongings to customers.
- Vat Returns: preparation, validation and submission of monthly and quarterly VAT Returns on site.
- Receiving and storing invoices.

WORK EXPERIENCE:

Name of Concern: UH AHMED CHARTERED ACCOUNTANT

Designation : Accountant / Audit Assistant,
Period : 2012 to 2014
Work Place : Mangalore India.

JOB PROFILE:

- Work as part of audit team, reporting directly to audit director & General audit manager.
- Maintain necessary entries of day to day transactions and preparation of efficient ledger accounts.

- Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- Bank reconciliation: maintain required files, reports and data. Reconcile and rectify all ledger accounts belongings to customers.
- Vat Returns: preparation, validation and submission of monthly and quarterly VAT Returns on sales tax site.
- Filing income tax, sales tax returns preparation, Digital signature and other functions with used by winman and tally ERP9 software.

WORK EXPERIENCE:

Name of Concern: AL FUAD EXCHANGE

Designation : Forex Cashier / Customer service

Period : April 2021 to Present

Work Place : AL Rigga Dubai.

JOB PROFILE:

- Corporate Document maintenance.
- Buying and selling of foreign currencies.
- Monitoring and updating foreign currency rate fluctuations.
- WPS – Creation of files and salary transfer.
- AML enquiries of onboard customer, document screening, looking after records of high risk client and report suspicious activities if any.
- Attending customers for making remittances (Corporate / individuals) telex transfer, payment services.

EDUCATION

Graduate - Bachelor of Business Management

Period : 2009-2012

Institute : St.Philomina College, Puttur.

PUC - State Board of Karnataka

Period : 2007-2009

Institute : Vittal Pre-university College, Vitla

S.S.L.C (10THSTANDARD) – State Board of Karnataka

Period : 2007

School : Vittal Junior school, Vitla.

Computer skill

SAP (FICO), TALLY ERP9, MS Office, amigo and Symex.

Declaration

I hereby declare that information furnished above is true and accurate to the best of my knowledge. I am ready to submit all the relevant certificates to certify the above information is true. If I am given an opportunity I assure you that I will sincerely meet your expectations.

Yours sincerely

Mahammad Irshad.