

# Mohamed Ilham

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Villa 5, Najda Street, Abu Dhabi, United Arab Emirates



## PROFESSIONAL SUMMARY

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Dedicated and Detail-oriented Administrative with over 6 years of experience in providing Admin / HR and accounting works to support senior executives, accompanied by a proven track record of maintaining efficient office operations.

## WORK EXPERIENCE

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### Administrative

Jan 2021 - Present

Dentacare Centre • Abu Dhabi, United Arab Emirates

- ◆ Manage company documents, staff details, Suppliers and client's confidential informations.
- ◆ Ensure accurate attendance report for payroll. Checking overtime, public holidays & leaves.
- ◆ Prioritize the correspondences, ensuring timely responses and appropriate action.
- ◆ Draft official correspondences & prepare required reports as per the direction of the Manager.
- ◆ Prioritize incoming correspondences and ensuring timely responses and appropriate action.
- ◆ Arrange meetings for supplies, candidate interviews and staff meetings, reply to client queries.
- ◆ Maintain business inventory such as checking / receiving supplies and update the stock level.
- ◆ Verify and process all the invoices, prepare the payment after manager approval.
- ◆ Prepare daily accounts, reconciling with the system & revenue, Generate daily report.
- ◆ Coordinate with insurance companies & the billing team for insurance claims inquiries.

### HR Administrative Assistant

Mar 2019 - Jan 2021

ADICC • Abu Dhabi, United Arab Emirates

- ◆ Process and records all types of leave such as Annual, Emergency, Sick leaves.
- ◆ Prepare various correspondence such as experience, offer letters, salary certificate, Circulars.
- ◆ Assist Recruitment process, job postings, resume screening, schedule interviews & background check.
- ◆ Facilitate new employee onboarding, orientation sessions, paperwork and introduction.
- ◆ Coordinate with PRO & collect required documents for new hire's Visa, insurance, Emirates ID.
- ◆ Update the timesheets, calculating overtime for payroll, leave salary, gratuity clearance.

### Accounting cum HR Assistant

Feb 2017 - Dec 2018

N.S.Traders • Colombo, Sri Lanka

- ◆ Manage and update HR databases of all employees both soft and hard copies.
- ◆ Handle employee relations, conflict resolution, disciplinary actions, performance management
- ◆ Maintain financial records including invoices, receipts, statements, and other documents.
- ◆ Reconcile bank statement, book keeping, balance sheets income statement.
- ◆ Processes all invoices, expense and preparing payment thru cheques or online transaction.
- ◆ Payable, receivable entries in QB. Contact creditors for due payment, handle petty cash claims.

## EDUCATION

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### **Bachelors Of Business Administration**

In progress

Canterbury Christ Church University

### **CHRP & CHRM (Human Resource Management)**

Jan 2019 - Feb 2019

Regional Education Institute • Abu Dhabi, United Arab Emirates

### **HND In Business Management**

Sep 2016 - May 2018

Saegis Campus (SQA-UK) • Colombo, Sri Lanka

### **General Certificate of Education Advanced Level (High School)**

Jun 2014 - Aug 2016

Government College of Sri Lanka • Colombo, Sri Lanka

Accounting  
Business studies  
Economic

## SKILLS

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Microsoft Office | Schedule Management | Database Administration | Accounting | Inventory /  
Document controlling | Database Management | HRM | Customer Service | UAE labour law|  
Payroll | Administrative Management |

## Languages

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English  
Hindi  
Malayalam  
Tamil  
Sinhala

## References

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Mr. Amit Jaggi  
HR officer - Dentacare Centre  
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Mr. Dylan Cardoz  
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