



# Mohamed Azadkhan

ACCOUNTANT CUM HR Officer/ Admin Officer



+971545042789



azadkhan4u@gmail.com



Sharjah, United Arab Emirates

## ABOUT ME

Driven accounting professional with established knowledge of accounting principles to execute in-depth financial audits and deliver comprehensive financial reports. Seeking a more challenging position within an organization that allows for further career advancement.

## WORK EXPERIENCE

### Accountant Cum HR Officer

**China Jiangsu International LLC / Dubai- UAE / May 2021–Present.**

- Reporting directly to the Accounts Manager.
- Business analysis and creating reports for the management.
- Maintaining the record of the business transactions.
- Variance analysis and bank reconciliations.
- Managing AR and AP of the businesses in **QuickBooks**.
- Review invoices, accounts receivables overdue invoices and follow-up for pending amounts.
- Processing Payroll for the period and team management.
- Any other tasks assigned by the management.
- Dealing with Vat Tax returns. (filling & refund).
- Facilitating visa processing for expatriates including work permits ,EmiratesIDs ,and sponsored visas, while maintaining clear communication channels.
- Ensuring the timely collection of necessary documentation for visa and permit processing.
- Addressing staff queries regarding visa,labour,and passport matters.Maintaining up -to-date records of visas,medical Certificate and labour Permits arranging Timely Renewal.

### Accountant

**Danat Mobiles LLC/Dubai- UAE / June 2020 - March 2021**

- Directly reportable to Manager Accounts Finance & CFO
  - Preparation of monthly management accounts and other MIS reports.
  - Analyze the trends of key performance indicators (KPIs) of financial accounting especially relating to financial matters such as sales, expenditures, profit margin.
  - Identified and implemented changes to the chart of accounts to simplify the process, Asset management, Asset deposition, Asset purchase & Fixed Asset.
  - Maintenance of Account Payable/Account Receivable Balances in **Odoo Software**
- Updating Financial Statement (balance Sheet, Profit and Loss, General Ledger by journal entries in **Odoo Software** recording and reconciling. Coordinating external Odoo Software Support Team.

### Accountant

**Ruzna Traders (PVT) LTD/Kandy- Sri Lankan / Jul 2019-Aug 2020**

- Directly reportable to Manager Accounts & Finance.
- Monitoring of Statement of Profit and Loss & Statement of Financial Position in **Tally Prime**.
- Maintenance of Account Payable Balances & Receivable Balances.
- Reconciliations of suppliers and customers ledgers.
- Comparing purchase orders, prices, terms of payment and other charges and Processing due invoices for payments.
- Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts.
- Dealing with Income Tax and Sale Tax returns.
- Coordinating with external Audit.

## LINKS

### LinkedIn:

<http://www.linkedin.com/in/mohamed-azadkhan-a83077129>

## SKILLS

Sage 50

QuickBooks (Accounting Software)

Tally ERP

Financial Statements

IFRS

General Ledger

Ledger Reconciliation

Bank Reconciliation

Accounts Payables & Receivables

Corporate Tax

VAT

LANGUAGES

- English
- Tamil
- Sinhala

PERSONAL  
DETAILS

- Date of birth  
27-August-1985
- Nationality  
Sri Lankan
- Visa status  
Employment Visa
- Driving License  
United Arab Emirates
- References  
Available on request

Accountant Cum Admin  
Abdul Aziz Al Saqri Trading/ Muscat- Oman/July 2017 - Feb 2019

- Maintenance of Account Payable/Account Receivable Balances in **Sage 50**.
- Reconciliations with customers and suppliers on regularly bases.
- Invoicing to the customers from **Sage 50**.
- Maintenance of Financial & Non-Financial Records and finalized files accordance with prevailed procedures.
- Prepare Monthly Final Accounts in **Sage 50**.

Account Assistant,  
Mubarak Associate Audit/Kandy-Sri Lanka / Feb 2012 - July 2015

- Coordinating with external Audit
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.

EDUCATION

- CDA College, Nicosia, Cyprus.**  
**MBA in Business Administration.**  
May 2022- June 2023.
- European Nations Campus (ENC), Colombo, Sri Lanka.**  
**Post Graduate in Accounting and Finance Level-07 (Specialist): (QUALIFI UK).**  
January 2021 - March 2022.
- London School Of Management College, London, UK.**  
**Graduate/Higher Diploma in Business Studies.**  
March-2010-June 2012.
- Gampola Zahira College, Gampola, Sri Lanka.**  
**GCE A/L In Commerce Stream. (Accounting, Business Studies & Economics).**  
January 2002-May 2004