



MOHAMED FISHAN
ACCOUNTANT



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Education

MASTER OF COMMERCE

Suresh Gyan Vihar University, India
2023 - Pursuing

BACHELOR OF COMMERCE

MS University, India
2018 - 2021

Languages

English



Hindi



Malayalam



Tamil



Software Proficiencies

Ms office



Oracle



SAP



Tally



About Me

Detail-oriented finance professional with expertise in data entry, financial reporting, payment processing, and cash flow management. Proficient in Oracle software for transaction management, remittance preparation, and financial forecasting. Skilled in maintaining accurate records, generating reports, and ensuring compliance with policies. Adept at process improvement, risk analysis, and enhancing operational efficiency.

Expertise

- Financial Reporting
- General Ledger
- Data Entry
- Journal Entries
- Risk Analysis
- Cash Flow Management
- Transaction Processing
- Financial Forecasting
- Invoice Management
- Auditing
- Database Management
- Documentation and Filing
- Report Generation
- Attention to Detail
- Problem Resolution
- Time Management
- Customer Service
- Compliance Adherence
- Process Improvement
- Financial Analysis
- Budget Management

Work Experience

FINANCE EXECUTIVE

Nov 2022 – Present

TRANSGUARD GROUP LLC, DUBAI, UAE

- Prepare monthly, quarterly, and annual financial statements and reports.
- Manage accounts payable/receivable, ensuring timely payments and receipts.
- Assist in budgeting, financial forecasting, and expense tracking.
- Monitor cash flow and maintain liquidity for operational needs.
- Complete bank reconciliations and resolve discrepancies.
- Assist with tax filings and ensure compliance with tax regulations.
- Implement and maintain internal financial controls to prevent fraud.
- Coordinate with auditors during annual audits and resolve issues.
- Process vendor invoices accurately and on time.
- Provide financial insights to senior management for strategic planning.
- Prepare detailed reports for management and stakeholders.
- Ensure compliance with company policies and legal regulations.

DATA ENTRY OPERATOR

June 2021 – June 2022

LULU INTERNATIONAL SHOPPING MALLS PVT LTD, KERALA, INDIA

- Gather, collate, and prepare documents, materials, and information for accurate data entry.
- Conduct research to gather missing information for incomplete documents and materials.
- Review documents and data for accuracy, notifying supervisors of any errors or inconsistencies.
- Capture and input data into digital databases, ensuring data integrity and consistency.
- Perform regular backups to safeguard data and maintain system security.
- Update and maintain databases, archives, and filing systems to ensure organized data management.

✈️ **Passport Details**

Passport No : U 2353375
Date of Issue : 23/11/2020
Date of Expiry : 22/11/2030
Place of Issue : Trivandrum

🎮 **Hobbies**


Reading


Playing


Travelling

- Generate and export data reports, spreadsheets, and documents as required for business operations.
- Post and process journal entries to ensure accurate recording of all business transactions.

📄 **Declaration**

The information provided is true and correct to the best of knowledge and belief. All details have been accurately represented, and any discrepancies, if found, will be promptly addressed.

MOHAMED FISHAN