

Mohamed Ilham

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



PROFESSIONAL SUMMARY

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

Administrative

Jan 2021 - Present

Dentacare Centre • Abu Dhabi, United Arab Emirates

- ◆ Update and keep records of company's documents, staff personal details, Suppliers and client's confidential informations.
- ◆ Prepare and ensure accurate attendance report for payroll. Checking worked hours, holidays, absences, overtime.
- ◆ Verify and process all the invoices, prepare the payment, renewal of expired contract of suppliers.
- ◆ Handle and prioritize incoming requests and correspondences, ensuring timely responses and appropriate action.
- ◆ Manage daily accounts, reconciling with the system & revenue generating daily report.
- ◆ Organize meetings for supplies, interviews and staff meetings. Coordinate with sub-contractors.
- ◆ Banking activities such as cash / cheque deposit, payment delay enquires, coordinate with bank for daily transection reports.
- ◆ Draft letters and official correspondences as per the direction of the Manager.
- ◆ Maintain business inventory such as checking/receiving supplies and update the stock level.

Administrative Assistant

Mar 2019 - Jan 2021

ADICC • Abu Dhabi, United Arab Emirates

- ◆ Handle all outgoing or incoming correspondence, manage e-mails following up as necessary.
- ◆ Update the timesheets, calculating overtime & preparing payroll, leave salary, gratuity clearance.
- ◆ Process and records all types of leave such as Annual, Emergency, Sick leaves.
- ◆ Prepare various letters such as Offer letter, experience letter, warning letter, salary certificate, NOC, memo.
- ◆ Handle the company new recruits' documentation, onboarding and personal files.
- ◆ Plan and schedule weekly and monthly management meetings.
- ◆ Assisted with general office duties, including managing and maintaining office supplies, equipment, and facilities.

Accounting Assistant

Feb 2017 - Dec 2018

N.S.Traders • Colombo, Sri Lanka

- ◆ Record financial transactions, such as sales, purchases, payments, and expenses, using accounting software or manual ledgers.
- ◆ Maintain and organizing financial records, including invoices, receipts, bank statements, and other financial documents.
- ◆ Processes all invoices, expense and preparing payment thru cheques or online transaction.
- ◆ Reconcile the bank statement, Preparing daily accounts, balance sheets & Income statements.
- ◆ Payable, receivable entries in QB. Contact creditors for due payment, handle all petty cash claims.

EDUCATION

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

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

Languages

English
Hindi
Malayalam
Tamil
Sinhala

References

Mr. Amit Jaggi
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