



# Mohamed Azadkhan

## ABOUT ME

With my past working experience, I am looking forward for a challenging career opportunity where my related experiences can be utilized, applied and be part of progressive and highly dynamic performing organization and be able to share my skills and abilities in promoting excellence and quality service.

## WORK EXPERIENCE

### Account 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)
- Checking and Implement the HR Duties & PRO Works.

### Customer Service Cum Accounts

**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.

### Customer Service Executive.

**Amana Bank PLC/Kandy- Sri Lankan / Jul 2019-Aug 2020**

- Greet clients over the phone and inquire into their purpose of calling.
- Listen carefully to clients and make notes of information both mentally and actuality,
- Ask questions to determine nature of problem or query.
- Provide clients with Information asked for.
- Verify clients by asking predefined date of birth, name and passcode questions.
- Provide clients with information once verification has been established.
- Assist clients through Online and phone banking problems.
- Instruct clients about security concerns regarding their accounts and Online transactions.
- Provide clients with information on account status and check/ instrument clearance

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## LINKS

LinkedIn:

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

## SKILLS

Phone Banking

Accounting Software

Communication

Financial Statements

Stress Tolerance

Online Banking

Problem Analysis

Bank Reconciliation

Crisis Management & Sound Judgment

Corporate & Vat Tax

Account Discretion

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

Account cum Admin Officer  
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**.

Banking Assistant,  
Sanasa Development Bank/Kandy-Sri Lanka / Feb 2014 - July 2015

- Provide banking assistance to bank customers in handling their deposits and payments.
- Assist and support bank administration in its operational issues.
- Gather and analyze financial and related data of customers.
- Assist customers in handling their deposits and check payments.
- Assist banking personnel in preparing and checking bank documents and statements.
- Liaise between banking personnel and customers.
- Verify and inspect loan documents and customer credentials.
- Prepare and develop individualized loan packages to customers.
- Promote and cross-sell banking products and services to customers.
- Ensure compliance of security and banking policies and guidelines in banking assistant functions.

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