



MOHMMAD AYAZ

CONTACT

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MURAQQABAT, DUBAI (UAE)

SKILLS

DIPLOMA IN COMPUTER APPLICATION

MICROSOFT EXCEL



MICROSOFT WORD



MICROSOFT POWERPOINT



MICROSOFT OUTLOOK



TALLY & EXECUTIVE ACCOUNTS (Basic Practical)



PROFILE

A young energetic and self-motivated professional who is ready to take up all kind of professional challenges, equipped with good educational and professional qualifications and with adequate work experience. Have worked in team environments and have contributed majorly in achieving set goals by company. A proactive thinker to handle all kind of work related situations.

5 YEARS EXPERIENCE JOURNEY

2022 TO Till
Now

GCC EXCHANGE -DUBAI, UAE

WPS Processing Officer

Responsible for WPS processing, FTS processing, Payroll cards handling (new cards issue, Replacements)

- Responsible to process all salary files received from branches.
- Responsible to rectify errors in files if any.
- Responsible to check funds at Central Bank side.
- Responsible to make refunds from Central bank.
- Responsible to check and make sure funds availability at Central Bank side.
- Making daily sheets for processing and reconciliation.
- Taking follow up from Central Bank for refunds and queries.
- Coordinate with branches and solve their queries regarding Files making, Refunds and other.
- Responsible to update payrolls records of employees.
- Responsible to give training of new staff for WPS in branches.
- Providing reports to Treasury and Accounts team for next day funding in Central Bank.

2018-2019



EDUCATION

*MJP ROHILKHAND
UNIVERSITY,
BAREILLY(INDIA)*

M.COM PASS IN 2008

B.COM PASS IN 2006

SYSTECNIC SOLUTIONS LLC -DUBAI, UAE
(CCTV Installation, Service and maintenance)

General Accountant & Admin

- Perform daily accounting activities such as maintenance of general ledger and preparation of various accounting statements and financial reports. Compile, maintain and analyze financial information to prepare entries to accounts.
- Calculation of VAT quarterly for filing.
- Participate in efforts to efficiently control the Company's expenses.
- Perform all accounts payable transactions including the following: review invoices for accuracy and completeness, obtain proper approval, code to correct expense account, process for payment, sort and files documents after payment.
- Verify and post accounts receivable transactions such as processing receipts, cash, etc. Sort and file documents after posting. Prepare bank deposits and deposit cash.
- Manage billing efforts and data to ensure amounts and account numbers are accurate.
- Reconcile vendor statements, research and correct discrepancies.
- Prepare invoices and send to customers.
- Take follow up to customers for bills payments.
- Preparation of quotation
- Manage all fixed assets of the company.
- Process all contracts including revenue recognition, billing, and tracking for both fixed and time & materials contracts.
- manage all inquiries from Customers
- Deal with supplier and order for supply as per requirement.

2013-2015

PASSPORT DETAIL

PASSPORT NO :- V2708599

**DATE OF ISSUE :-
10/09/20201**

**DATE OF EXPIRY :-
09/09/2031**

2012-2013

AL Falah Exchange Company, Abu Dhabi, UAE
(Financial, Remittance Services)

WPS Executive

- Responsible to process all salary files received from branches.
- Responsible to rectify errors in files if any.
- Responsible to check funds at Central Bank side.
- Responsible to make refunds from Central bank.
- Responsible to check and make sure funds availability at Central Bank side.
- Making daily sheets for processing and reconciliation.
- Taking follow up from Central Bank for refunds and queries.
- Coordinate with branches and solve their queries regarding Files making, Refunds and other.
- Responsible to update payrolls records of employees.
- Responsible to give training of new staff for WPS in branches.
- Providing reports to Treasury and Accounts team for next day funding in Central Bank.

AL Falah Exchange Company, Abu Dhabi, UAE
(Financial, Remittance Services)

Customer Service Representative

- Responsible for making all kind of TT(Euro, Dollar, INR, PKR, Taka, Nepali Rupees, Sri Lankan Rupee, Paise and more).
- Cross Checking of all TT and send to Operation Department for Processing.
- Taking follow up for pending TT from Operation Department.
- Western Union Transaction Receivable and Payable.
- Express Money Transaction Receivable and Payable.
- Tansfast transaction receivable and payable.
- Handling Customers' enquiry.

PERSONAL DETAIL

*FATHER'S NAME :-
MR. BABBU SHAHAB*

*DATE OF BIRTH :- 1ST APRIL
1986*

GENDER :- MALE

MARITAL STATUS :- SINGLE

*LANGUAGE KNOWN :-
HINDI, ENGLISH, URDU*

*HOBBIES :- VISITING
HISTORICAL MOUMENT*

*PERMANENT ADDRESS :-
SHAHBAD GATE, RAMPUR
(U.P) INDIA*

2011-2012

VJM Industries.

(Trading in Corporate Gifts & Promotional Accessories)

Accountant

- Perform daily accounting activities such as maintenance of general ledger and preparation of various accounting statements and financial reports. Compile, maintain and analyze financial information to prepare entries to accounts.
- Participate in efforts to efficiently control the Company's expenses.
- Perform all accounts payable transactions including the following: review invoices for accuracy and completeness, obtain proper approval, code to correct expense account, process for payment, sort and files documents after payment.
- Verify and post accounts receivable transactions such as processing receipts, cash, etc. Sort and file documents after posting. Prepare bank deposits and deposit cash.
- Manage billing efforts and data to ensure amounts and account numbers are accurate.
- Reconcile vendor statements, research and correct discrepancies.
- Prepare invoices and submit to manager for approval of charges.
- Manage all fixed assets of the company.
- Process all contracts including revenue recognition, billing, and tracking for both fixed and time & materials contracts.
- Provide Human Resources with payroll information including commissions and travel expenses, and oversee filing of payroll taxes and payroll liabilities.
- Interface and assist with auditors as necessary.
- Provide financial analytics and response to internal inquiries and external audits
 - **NON-FINANCIAL RESPONSIBILITIES**
- Prepare reports, presentations, memorandums, proposals and correspondence
- Assigns jobs and duties to office staff as needed
- Monitors office operations
- Manages staff schedules
- Tracks office supply inventory and approves supply orders
- Prepare Time Sheets for staff.
- Prepare Offer Letters and Job Descriptions for new hire staff
- Assisting with sales proposals, tender responses, to prospective customers and discussions with them concerning the ways in which the packages can be used to meet their requirements.
- Attendance at conferences and exhibitions.
- Empanelment with clients and follow up with existing clients.
- Presentations at seminars and User Group meetings.