

MOHAMMED IMRAN

ACCOUNTANT

PROFILE

MBA in Finance with over 5.11 years of extensive Accounts & Finance experience. Detail-driven accounts payable rigorously tending to accuracy and automation to improve the efficiency of the accounts payable function. Record billing and Monitor payments systematically and Dedicated Accounts Receivable experience in managing collections, optimizing cash flow, and enhancing customer relations. Proven track record in maintaining accurate financial records, conducting reconciliations, and ensuring timely payment processing. Committed to delivering exceptional service while improving operational efficiency and supporting financial objectives.

CONTACT

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EMAIL:

Imranh83@gmail.com

Linked 

www.linkedin.com/in/imran-contact-me

ADDRESS:

Souk sabah,

Fahaheel,

Kuwait.

PERSONAL

Father's Name	: Mohammed Gaffar
Date of Birth	: 22 May 1988
Marital Status	: Married
Sex	: Male
Nationality	: Indian
Religion	: Muslim
Languages Known	: English, Telugu, Urdu & Arabic (Speak & Read)
Civil Id No	: 288052207965
Date of Issue	: 10 March 2025
Date of Expire	: 09 March 2026
Ahli Visa (Transferable)	: Article No. 18
Notice Period	: Joining Immediately
Passport No	: V7783611

EDUCATION

Completed MBA in Hyderabad Presidency PG College, Osmania University – India.

WORK EXPERIENCE

Kuwait International Advanced Industries Co - Kuwait

March 2022 – Present

ACCOUNTANT

Maintained accurate day-to-day transactions for invoicing

Prepare cheques and all types of payments

Prepare Telex Transfer to suppliers

Update the schedule of payments daily

Knowledge of inventory for company audit yearly

Accurate assets & all items and record in the system for inventory

Utilized inventory equipment to count merchandise

Reconciliation of banks monthly

Review invoices for appropriate documentation before payment

Obtain and print signatures on all checks

Follow accounts payable and arrange all payments before the due date

Addressed problem with a/p system. ensure all bills are paid on time

Reconcile processed invoices to ensure 100% accuracy by verifying entries and comparing system reports to balances

To provide necessary output requirements, documentation, and authorization for bank transfer data

prepare cheques for all payments (other than payroll) and forward the cheques, vouchers and all supporting documents to the Finance Manager for further review and approval

Handles day-to-day petty cash reimbursement and check to fund the petty cash drawer and make the appropriate accounting entries

Maintain strong internal controls for payment collections at the payment receipts and safeguarding against loss

Facilitate timely disbursement of petty cash payments and custodian of fund

Gather and verify invoices for appropriate documentation prior to payment

Perform daily cash management duties, including the recording of bank deposits

Updating and distribution of cash receipt logs, and posting of cash to the accounts receivable sub-ledger

Monitor and collect accounts receivable by contacting clients via telephone, and email

Maintains payroll information by collecting, calculating, and entering data into the payroll system, as well as retrieving data when necessary

Ensure timely closing of accounts and reporting of monthly financial statements

Bab el Khair General Trading & Contracting Co – Kuwait
September 2019 – March 2022

ACCOUNTANT

Prepare an account of Journal vouchers/ provision entries on time

Reconciliation of Suppliers' Statements monthly

Correcting the issues of invoices and giving solutions

Providing all services of invoices to ensure the accuracy and efficiency of operations

Follow up on, collect, and allocate payments

Assembles invoices into batches to be completed for payment. Verifies payment information, calculates extensions and totals on invoices

Gather and verify invoices for appropriate documentation prior to payment

Visit all locations & store physically for company audit yearly

SKILLS

Sage Pastel

MS-Office

Microsys ERP

SAP FI/CO

Tally ERP 9

QuickBooks.