

## **MUHAMMED ZUHAIR NALAKATH**

Position: **ACCOUNTANT - RECEIVABLES**

Experience: **5 Years +**

Educational Qualifications: **MBA (Finance and Marketing) & B.com.**

Key Skills: **Credit Control, Bank and Inter Company Reconciliation, Petty Cash Management, Voucher Entries (Sale, Purchase and their Returns), VAT Filing.**

Driving License: **LMV Automatic UAE**

Visa and Validity: **Employment Visa Till 19/02/2022**

Languages Known: **English, Hindi, Tamil, and Malayalam.**

Mobile: **00971 -56-3208155**

Current Location: **Dubai, UAE**

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### **SUMMARY OF CAREER**

- ▣ Presenting Nearly 5 Years of Experience in Receivables and Credit Control.
- ▣ Continuous Follow-up over Phone and E- Mail of Overdue Receivables.
- ▣ Preparing Weekly Aging Reports for Management and Sorts out Document related problems by coordinating with customers for smooth payment processing.
- ▣ Proficient in the use of MS Excel, MS Word, MS Outlook and Tally ERP 9 for various report preparations and data entry.
- ▣ Undertaking Renewals of Insurances by analyzing various quotations and negotiations.
- ▣ Overall Supervision from Invoice Entry to making Bank Deposits and Bank Reconciliation.
- ▣ Handles Duties of Local Purchase, Payable Accountant, Receptionist, IT maintenance and PRO Temporarily during the concerned staff vacation.

### **EDUCATIONAL QUALIFICATIONS**

- ▣ Master of Business Administration (Finance and Marketing) – Anna University – India (74.40 %)-2014
- ▣ Bachelor of Commerce (Computer Applications) - Calicut University – India (75.75%) - 2012

### **WORK EXPERIENCE**

COMPANY: SKY TOWER GENERAL TRADING L.L.C – DUBAI, UA.E

JOB POSITION: ACCOUNTS RECEIVABLES ACCOUNTANT

DURATION: 5 YRS (DECEMBER 2015 – PRESENT)

Sky Tower General Trading LLC is a major supplier of Clean and Hygienic items to major Hotels, Retailers, and Food Processing Units in GCC Currently Operating in UAE, with branches in Dubai and Abu Dhabi with more than 500 customers along with branches in Oman, Qatar, Bahrain and Saudi Arabia.

*As a Receivables Accountant My Duties are as follows*

- Process Credit Applications from New Customers after verification and create their Accounts.
- Following up with customers through telephone and email to get the collections on time continuously in a timely manner.
- Sending Reconciled Statement of Accounts to customers monthly.
- Analyze Current overdue of total outstanding debt and coordinate with the customers regarding overdue Invoices especially above 90 days to minimize overdue excluding discrepancy cases.
- Investigate delayed payments and resolve the issue by coordinating with customer to get the collections.
- Enter Receipts (Cash, Cheques and Transfer's) accurately in the system.
- Closely monitor the invoice dispatching to ensure that the invoice will be on hand and receive by the customer on time.
- Monthly Reconciliation of Bank Accounts (3 Banks).
- Monthly Inter -Company Reconciliation with branch expenses and VAT verification.
- In Charge of Managing Vehicles, Ensure their Timely Maintenance and Renewals.
- Preparing weekly and monthly outstanding reports and escalate unresolved issues to senior level
- Taking Financial Data Backups daily and Ensure proper functioning of Server and other office appliances.
- Renewals of Insurances and Permits (Fleet Insurance, Medical Insurance, Property All Risks Insurance.) in a timely manner by negotiating best rates.

## ACHIEVEMENTS

- 1- Managed to reduce debtor Turnover period from 160 days to 90 days.
- 2- Created procedures to track cash orders until payment receipt.
- 3- Managed to reduce vehicle Insurance premiums by 6.5%.
- 4- Successfully collected outstanding receivables of 2015 to 2018 period up to 98 %.
- 5- Reduced Property All Risk Insurance Premium by 25% during renewals.
- 6- Opened Credit Accounts With Vehicle Accessories Suppliers For 45 - 60 Credit Days There By Reducing Workshop Bills And Vehicle Repair and Down Time.

## Computer Skills

- ☐ Accounting : Tally ERP 9 (4 yrs +)
- ☐ MS Office Applications : MS Word, MS Excel, MS Outlook (4 yrs +)
- ☐ Knowledge in Basic PC Trouble Shooting (Assembling, De - assembling, PC Formatting Etc)

## SEMINARS / TRAININGS / CO-CURRICULAR ACTIVITIES

- ② **A Study on Working Capital Management of K.K.R. Mills Pvt. Ltd. (Niagara Group), India. - (Mar 2014 - May 2014)**

The objective of the project was to Calculate Working Capital and Net Working capital for Five Accounting Periods and use of Liquidity and Working capital ratios to assess the financial stability of firm.

- ② **Organization study of SIMCO Pvt. Ltd. – India – ( Nov 2013 – Jan – 2014)**

The objective of the project was to analyze and understand the organization structure and functions of each department.

- ② **Financial Analysis of P.P.S. Steels Pvt. Ltd., India. - (Feb 2012 - Apr 2012)**

The Objective of the project was to calculate various ratios from final accounts of five accounting periods and compared against their respective standards to assess the firm's financial condition.

- ② **Attended Seminar On the Topic "Mind Without Fear"- March 2014**

- ② **Secured 90 % Marks for Management Accounting in University Exams.**

## Personal Details

- ② Date of Birth : 11<sup>Th</sup> February 1990
- ② Gender : Male
- ② Religion : Islam
- ② Nationality : Indian
- ② Marital Status : Single