

# MOHAMED MUBEEN R

## Financial Accountant | Administrative Coordinator |

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## PROFESSIONAL SUMMARY

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As a dedicated and detail-oriented professional with more than 10 years extensive experience in accounting, administration, Cash & billing, customer service, I am eager to contribute my skills as an Accountant & Administrative Coordinator or in any related role. My passion for accuracy and efficiency, combined with a strong ability to manage multiple tasks, makes me an ideal candidate. I am excited about the opportunity to join your team and help drive success through effective financial management and administrative support.

## WORK EXPERIENCE

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### Financial Accountant & Administrative Coordinator

AL DAR GROUP OF COMPANIES (Investments) Dubai, U.A.E.

January 2022 – Present

- Coordinated administrative tasks, enhancing team productivity by 20%.
- Implemented new accounting software, reducing errors by 25%.
- Streamlined financial processes, boosting efficiency by 30%.
- Prepared and presented financial reports and statements to stakeholder & Managed and monitored existing investment portfolios.
- Prepared accurate financial reports, aiding strategic decision-making.
- Managed accounts payable and receivable processes efficiently. Maintained accurate financial records and documentation. Prepared and reconciled bank statements meticulously
- Trained staff on financial protocols, improving compliance by 40%.
- Streamlined payroll processes, resulting in a 30% reduction in processing time & reduced errors.
- Negotiated vendor contracts, saving the company 15% annually.
- Maintained meticulous records, ensuring audit readiness at all times.
- Facilitated cross-departmental communication, fostering collaboration.
- Achieved timely month-end closings, enhancing financial reporting speed.
- Ensured compliance with all relevant tax laws and regulations. Assisted with Value Added Tax (VAT) & Corporate Tax filing procedures for an external auditor
- Supported HR on-boarding & Visa processes for new hires, encompassing all necessary documentation and procedures for both JAFZA and LLC entities

### Accounts & Billing Head

Bhima Jewellers, Madurai, India

December 2018 – October 2021

- Reconciled bank statements and payment records, ensuring accuracy and compliance.
- Streamlined payment processes, improving efficiency and reducing processing time.
- Resolved billing discrepancies with vendors, expediting payments and maintaining positive relationships.
- Resolved billing variances to maintain system accuracy. Prepared and submitted monthly billing reports for financial overviews. Provided timely and effective responses to billing inquiries, enhancing customer satisfaction.

- Monitored customer accounts to proactively identify and rectify billing issues.
- Reviewed and reconciled customer accounts to ensure payment accuracy.
- Developed and maintained efficient billing procedures to ensure timely payments.
- Performed banking, business administration, and financial tasks to guarantee client service excellence.
- Trained staff on financial protocols, improving compliance by 40%.
- Facilitated cross-departmental communication, fostering collaboration.
- Achieved timely month-end closings, enhancing financial reporting speed.

### **Administrative & HR Assistant**

Blue Star EElectro Mechanical Works LLC, Dubai, U.A.E

April2016-July2018

- Managed the full-cycle recruitment process, from initial screening to offer extension, providing support to the Human Resources department.
- Conducted internal and external audits, program reviews, and administrative assessments to support HR operations.
- Maintained accuracy and integrity of Human Resources Information System (HRIS) data, including updates and system modifications.
- Processed invoices for payment and managed office supply inventory.
- Provided comprehensive administrative support, including mail distribution, filing, and office organization. Coordinated complex schedules and itineraries for human resources staff.
- Monitored employee attendance and performance, addressing discrepancies according to company policy.
- Processed payroll transactions, including salary calculations, deductions, and benefits administration.
- Processed employee termination paperwork as directed by supervisory staff. Collaborated with management to streamline on-boarding and off-boarding procedures.

### **Sales Representative & Inventory Coordinator**

Kaiser Pharmaceuticals, Madurai, India.

Feb 2014 – Jan 2016

- Demonstrated in-depth knowledge of pharmaceutical products, including formulations, mechanisms of action, and potential side effects.
- Promoted products to healthcare professionals, highlighting key benefits and features.
- Developed and delivered product presentations and training to clients
- Conducted market analysis to identify trends and opportunities, informing sales strategies and product development
- Built and maintained strong relationships with healthcare professionals, including doctors and pharmacists
- Responsible for tracking inventory levels, placing orders, and maintaining accurate records.
- Oversees inventory management processes, including purchasing, storage, and distribution.
- Leads inventory management strategies,optimizing stock levels and supply chain efficiencies.

### **Store Incharge & Inventory Clerk**

Millennium Technical Services Co LLC, Fujairah, U.A.E

Sep 2012 – Dec 2013

### **Sales & Billing Associate**

KIDOS APPARELS, Madurai, India.

Aug 2011 – May 2012

### **Accountant & Admin Assistant**

Shrinidhi College Of Nursing, Madurai, India

July 2010 – July 2011

## EDUCATION

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### Bachelor of Commerce (Commerce & Accounts)

MKU University, India.

Graduated: 2010

### Master Of Business Administration (Hospital Management)

MKU University, India.(2024-26)

In Progress

## CERTIFICATIONS

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- PGDCA
- Tally 7.2
- Tally ERP 9 & PRIME
- Diploma In Call Center

## CORE COMPETENCIES

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- Financial Analysis & Reporting.
- Budgeting & Business Operation.
- Startegic planning.
- Risk management.
- Verbal communication.
- Interpersonal skills.
- Attention to details.
- Pro activity & teamwork.
- Analytical skills.
- Digital literacy.
- Payroll Coordination.
- Employee visa Management (New & Renewal & Cancellation)
- Documentation.
- MS. Office & Excel.
- Powerpoint.
- Outlook & Microsoft Teams.

## LANGUAGES

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- ENGLISH | TAMIL | HINDI | URDU | MALAYALAM