

Osman Bin Saleh Amodi

Osmanamodi@outlook.com

<https://www.linkedin.com/in/osman-amodi-31429150>

Phone: 00971523922900

Sharjah, UAE.

Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. My attention to detail enables me to quickly identify discrepancies or irregularities. And I am confident in my ability to deliver results under pressure while maintaining excellent standards of quality control.

Work Experience

ACCOUNTANT- Accounts Receivables/Accounts Payables-AI Muhtfon Rezk shipping and Road Transport LLC /Ajman, UAE - **Nov 2022 – present.**

- Preparing and reconciling the accounts payables and receivables.
- Maintaining accurate financial record of all receivable and payable transactions.
- Ensuring all the documents are received, invoiced and delivered to customer in a timely manner.
- Handling various payments and expenses based on internal approvals.
- Maintaining the collected post dated cheques and ensuring the timely deposit of cheques.
- Ensuring the statements are updated and send to customer on regular basis, monitoring the collections and processing the receipts on time.
- Supporting internal and external auditing processes.
- Assisting the Head of finance to develop strategic plans and ways to reduce spending and increase the profitability.
- Assisting in the process of finance with providing inputs, advice and support to the team on technical and operational matters.
- Established policies that follow customer service best practices while ensuring customers submit payments on time.
- Communicating with customers on outstanding AR balances, open invoices, and collection
- Managing and collecting debts from company debtors.
- Negotiating payment plans and responding to client inquiries.
- Evaluating new credit requests and conducting client credit checks.
- Report any payment issues to management or the appropriate team.
- Completed daily cash functions like account tracking, payroll and wage allocations, donating, and cash, and banking reconciliations.
- Performs other duties as required by the Manager.

ACCOUNTANT- Accounts Receivables/Accounts Payables -AI Muhtfon Road Transport LLC / Ajman, UAE – **Oct 2016 – Oct 2022.**

- Handled day-to-day accounting processes to drive financial accuracy.
- Gathered financial information, prepared documents, and closed books.
- Ensured that all the month & year closing jobs are done in time with proper documentation.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Paid invoices after verifying information and obtaining payment authorization.
- Maintaining receivables at 95% within 90 days or less.
- Supported finance department on all works related to accounts receivable/credit control.

ASSISTANT ACCOUNTANT- Al Oud Transport L.L.C / Ajman, UAE- **Aug 2014 – Aug 2016.**

- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Reconciled company accounts for employee expenses, and commissions.
- Reviewed general ledger entries and assessed accuracy.
- Assisted with monthly and quarterly income statements, balance sheets and cash flow reports to inform decision-makers.

PROCESS ANALYST- Broad ridge Financial Solutions PVT.LTD. /Hyderabad, India- **July 2013 – July 2014.**

- Reconciliations and monitoring line as a process analyst in operations and control department.
- Handling the work flow from USA and assures that all the assigned projects are completed within the deadline with desired quality.
- Overseeing & ensuring that the books and records of all departments across operations are balanced and adhere to the service level agreement and maintain accuracy.
- Execute the client service plan so that commitments are met, potential problems are anticipated and surprises avoided.

ACCOUNTS AND AUDIT ASSISTANT- R.P. Nagla & Co. /Hyderabad, India- **Mar 2011 – June 2012**

- Performed auditing work in accordance with rigorous auditing standards and principles.
- Worked audit engagements for industries in engineering, manufacturing, non-profit and human resources.
- Provided feedback to corporate management concerning findings and recommendations resulting from assessments or projects.
- Completed audits in accordance with regulations and procedures.
- Assessed financial statements and records.
- Reviewed general ledger transactions to identify errors or irregular entries.

Achievements

- Received ACE awards for being engaged and accountable.
- Received quality star award for error free production.
- Received appreciations from USA counterpart.
- Extensively involved in BCP (Business continuity plan) for overall process improvements.
- Contributed and received approvals for process improvements and process documents.
- Implemented a new financial accounting system which proved to be more efficient than the previous one, which increased efficiency by 56% in handling accounting controls
- Reduced the overhead expenses by 16%.
- Created and introduced updated processes for accounts receivable sub-ledger and customer attribute reporting.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.

Education

OSMANIA UNIVERSITY- Hyderabad, India – **July 2009 – Mar 2011**

- Master of Business Administration (Finance and Human Resource)

Skills

- Working knowledge of ERP SAP-FICO and end user operations.
- Knowledge on Accounting principles and Standards, Compliances, VAT.
- Proficiency in MS Office (Word/ Excel/ PowerPoint/MS Projects).
- Experience with ERP (Tally ,Quick Books and other privately owned ERP software)
- Excellent analytical, reasoning and problem-solving skills.
- Experienced in shared service circumstances with process perspective.
- Experienced in working with timelines as per service level agreement.

Other Information

- Languages: Hindi (Fluent), English (Fluent), Urdu (Fluent), Arabic (Beginner).
- Visa status: Resident visa.
- Holding UAE driving license.
- Notice period: One month.