



MOHAMMAD NAZIM ALI

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Address - Joga bai Extension, Jamia Nagar
Okhla New Delhi 110025

OBJECTIVE

To be successful professional in a reputed company and to achieve the objective of the company with honesty and fairness and to continuously upgrade my knowledge and skills.

SKILLS

- › General Ledger Accounting
- › Strong in Finance
- › Flexibility
- › Leadership
- › Multi-tasking
- › MS Word, Excel
- › Financial Management
- › Accounting Entries

HOBBIES

- › Exercising
- › Cooking
- › Travelling

PERSONAL DETAILS

- › Father Name – Maqsood Ahmad
- › Date of Birth – 17/08/1994
- › Marital Status – Single
- › Language Known – English, Hindi, Urdu
- › Nationality – Indian
- › Passport no. N9774671
- › Permanent Address – Post & Town, Kemri, Distt- Rampur, Uttar Pradesh

EXPERIENCE

Account Executive

SHRIRAM AUTOMALL INDIA LIMITED, DELHI

TIME PERIOD
MAR,2019 - PRESENT

Responsible for:

- › Managed the accounts payable inbox responding to inquiries of vendor activity, invoice statuses, past due issues, and statement review
- › Able to deliver an exceptional customer service, processing transactions smoothly
- › Efficiently and accurately processed customer check-out including cash, check and credit cards.
- › Professional with a thorough knowledge of accounting, billing and collections systems, processes and best practices.
- › Refund the security amount of clients.
- › Maintaining the billing system.
- › Proactively engaging in continuous improvement initiatives for the AR process.
- › Review invoices processed for proper accuracy and authorizations.
- › Communicating with clients and gathering information about a payments.
- › Maintaining accounts receivable files and records
- › Following up on payment with internal and external stakeholders and ensuring correct booking of received payments.
- › Maintain accounts receivable records to ensure aging is up to date, credits and collections are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared.

EDUCATION

POST GRADUATION

2016 - 2018

- › Master of Business Administration (MBA Finance & Marketing)
APJ Abdul Kalam Technical University, Lucknow (U.P)

GRADUATION

2013 - 2016

- › Bachelor of Commerce (B.com Hons)
Mohammad Ali Jauhar University, Rampur (U.P)

DECLARATION

I hereby declare that the above stated information is true to the best of my knowledge.

MOHAMMAD NAZIM ALI