



Mohammed Imran Khan

EXPERIENCE

Détente Technologies | Hyderabad-India

Senior Accounts Payable Specialist, August 2015–July 2020



- Maintained & prepared vouchers for all processes and record all invoices.
- Coordinated with sales & purchasing departments & maintained records for purchase orders, quotations.
- Collaborated with suppliers & resolved issues related to invoicing.
- Maintained and updated all journal entries and assisted in month end closing with the Finance Manager for various accounts.
- Trained AP employees and assisted accounting team on projects.
- Provided appropriating coding of invoices & matched it with appropriate batching orders.
- Performed vendor payment reconciliation on a monthly basis.
- Prepared reports for reconciliation & ledger accounts on a weekly basis and submitted it to the Finance manager.
- Coordinated in month end/quarterly/year end close process and reported in annual audit.
- Monitored & posted accrual entries at the end of the month.

Waldorf Astoria Dubai Palm Jumeirah | Dubai-United Arab Emirates

Accounts Payable Accountant, March 2014–June 2015



- Verified approval on all invoices & cheque request.
- Coded invoices as per the Hilton chart of accounts.
- Audited & verified expense reports.
- Reconciled vendor statements.
- Processed cheques for payroll (vacation, final settlement).
- Updated & maintained vendor database in the system.
- Audited & verified expense reports for all department heads of Sales, Purchasing, Human Resources, Executive Kitchen & Spa.
- Processed cheques & followed up on rush items.
- Performed special projects as assigned by the Director of Finance.
- Trained colleagues in accounts payable to increase team productivity.
- Assisted the general cashier with daily float counts of front office, restaurant outlets & spa.
- Posted accrual entries at the end of the month and assisted with internal auditors in bi-monthly audits and external auditors with year-end audits by providing them with old invoices & cheques from the archive room.



Delta Electricals | Hyderabad-India

Assistant Accountant, December 2011-January 2014

- Provided support to the senior accountant and wider finance team.
- Performed data entry for all invoices every day and maintained discretion of sensitive information.
- Performed reconciliation of accounts.
- Processed payments and invoices accurately and within the expected time frame.
- Verified financial statements, ledgers, and making corrections where appropriate.
- Assisted the purchasing department by making quotations and preparing purchase orders.
- Filed invoices, bank reconciliations, cheque copies to vendors & payroll documents.
- Verified bank reconciliations, ledgers and accounts and made corrections where appropriate.

TECHNICAL SKILLS

- Sun Infosystems (Oracle)
- Tally ERP
- SAP FI-CO
- Microsoft Dynamics AX
- MS Office
- Oracle eBusiness Suite

CERTIFICATIONS

- Digital Marketing Specialization from Google
- Corporate Financial Analysis from LinkedIn Learning
- SAP FI from Udemy
- Oracle Financials from Udemy

EDUCATION

Osmania University | 2012

- Master's in Business Administration (MBA); Concentration: Finance & Marketing

Osmania University | 2010

- Bachelor's degree in Commerce (BCOM)