

MOHAMED IMTHIYAS H M

|| +971 55 358 9930 || moham.imthi1801@gmail.com ||

|| <https://www.linkedin.com/in/mohamed-imthiyas-h-m-673976224> || <https://67a862db55b42.site123.me/> ||

A highly motivated and goal-driven professional with over 4+ Years of Experience in Senior Level Management and process improvement supported by expertise in Accounting and Finance, Technical Support, Data Analysis and Operational enhancements. My background includes examining complex processes and achieving results. Notable accomplishments involve leading and collaborating with cross-functional teams to execute strategies and deliver outcomes. I'm eager to apply my skills in a dynamic business environment to achieve key objectives. I'm seeking roles in Accountant, Junior Accountant, Finance, Banking, Data Analyst, or similar fields where my project management and process optimization abilities can contribute to promoting innovative and practical solutions.

EXPERIENCE

Hinduja Leyland Finance

Central Operation Executive

April 2024 – March 2025

- Prepare and maintain daily Management Information System (MIS) reports to track key performance indicators (KPIs).
- Generate daily reports summarizing key metrics such as Cash in Hand, Cheque Pendency, File Pendency, RC & Invoice Pendency and ROC Pendency Etc. Maintain documentation related to report generation processes for future reference or audits.
- Coordinate with various departments to streamline processes and enhance productivity.
- Analyze data trends from reports to provide insights for decision-making.
- Work closely with Managers and cross-functional teams including finance, sales, and customer service to align operational goal. Assist in training new employees on operational procedures and systems. Provide ongoing support and development opportunities for team members.
- Implement regular backup procedures for data stored within the system to prevent loss of information.

LivQuik Technology India Private Limited

Process Associate (V-KYC Call Auditor)

January 2022 – April 2024

- Inbound calls from customers regarding their KYC verification process. Agents Handling video calls from various customer and verified their KYV (English, Hindi and Tamil).
- Agents initiate the call and check the Customer's Liveliness. And Verifying customer details and documents through various online portals and databases.
- After that, capturing customer face and matching with their document. If the documents did not match, we reject the customer application. After the end call it's come to Auditor Panel. Auditors verify the agent calls and done the final verification.

Technical Support Monitoring:

- Constantly Monitoring the performance and availability of critical system to identify potential issues before they impact operations. Experience with log management and analysis using **ELK Stack**.
- Setting up alerting mechanisms based on predefined thresholds and responding promptly to any incidents and anomalies detected by monitoring tools as **Nagios, Zabbix, Grafana and Prometheus**. Analyzing monitoring data to identify areas for performance improvement.
- Ensuring that security measures are effectively monitored using the chosen tools to detect any unauthorized access or suspicious activities and strong understanding of network protocols and infrastructure components. Working with relevant team to optimize system performance.
- Knowledge of cloud-based monitoring solutions like **AWS Cloud-Watch** and maintaining detailed documentation of monitoring configurations, processes, and incident responses for future reference.

Integrated Management Solutions

Accountant

October 2020 – October 2021

- Proficient in maintaining accurate financial records and ensuring compliance with accounting standards. Expertise in preparing and analyzing financial statements, including profit & loss accounts, balance sheets, and cash flow statements.
- Skilled in managing payments and receipts, accurately recording purchase and sales entries, and ensuring timely processing and reconciliation.
- Extensive experience using Tally Prime and ERP 9 for efficient management of accounting functions, including journey voucher entries for travel-related expenses.
- Strong understanding of Value Added Tax (VAT) regulations, ensuring accurate reporting and compliance within both trading and manufacturing sectors.

INTERNSHIP AND PROJECTS

Banking Services and Customer Satisfaction

ROLE: Team Captain

December 2019 - November 2019

- As a college Intern at a Banking Institution, I was responsible for providing excellent customer service and ensuring Customer Satisfaction.
- I complete my Intern with the help of **Indian Overseas Bank in Royapettah peters road branch**. I assisted customers with their banking needs, such as **Opening Accounts, Money Deposits, Withdrawals, Fund Transferring, Request Letters, Challan and Cheque Filling**.
- Additionally, I worked closely with the bank management team to ensure that all customer inquiries were addressed in a timely manner. This will help me to develop **Strong Communication and Problem-Solving skills**, as well as an understanding of the importance of customer satisfaction.

EDUCATION

THE NEW COLLEGE

Bachelor of Commerce in Bank Management | Chennai, India

July 2017 – September 2020

COURSE AND CERTIFICATES

- **English Typewriting, Both Lower & Higher | First Class with Distinction | Chennai, India** **May 2016**
- **Tamil Typewriting, Both Lower & Higher | First Class with Distinction | Chennai, India** **May 2017**

TECHNICAL AND KEY SKILLS

- Microsoft Office Advance Excel
- Accounting and Finance
- Microsoft Office PowerPoint
- Data Analysis
- UAT Testing and Reporting
- Tally Prime and ERP 9
- Problem Solving
- Troubleshooting
- Power BI
- Tableau

STRENGTHS AND PROFESSIONAL SKILLS

- Time & Risk Management
- Teamwork
- Strategic Leadership
- Quick Learner
- Critical Thinking
- Adaptability
- Highly Dedicated
- Self-Motivate
- Active Listening
- Positive Attitude

INTERESTS AND HOBBIES

- Learning Languages
- Art
- Editing
- Cooking
- Photography
- Music
- Gaming
- Traveling

LANGUAGES KNOWS

- **ENGLISH – Speak, Read, Write**
- **HINDI – Speak**
- **ARABIC – Read**
- **TAMIL – Speak, Read, Write**

PERSONAL PROFILE

- **Gender** —————» **Male**
- **Date of Birth** —————» **18 January 2000**
- **Nationality** —————» **Indian**
- **Passport Number** —————» **XXX48107**
- **Passport Date of Issued and Expiry** —————» **26-03-2025 and 25-03-2035**
- **Visa Status and Validity** —————» **Visiting Visa and 17-04-2025 to 15-06-2025**
- **Current Location** —————» **Naif, Dubai, United Arab Emirates**

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Thanking You,

Date:

Birth Place: Chennai, India

Signature,

(MOHAMED IMTHIYAS H M)