

Mohammad Tajabadi

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Ottawa, Ontario

HIGHLIGHTS OF QUALIFICATIONS

- Over a decade of experience in finance, with a focus on accounts payable, accounts receivable, and financial record-keeping and bookkeeping.
- Proficient in MS Office Suite, including advanced Excel skills for financial formulas and spreadsheet creation.
- Over 5 years of experience in the non-profit/charity sector
- Demonstrated ability to process a high volume of transactions accurately and efficiently, as evidenced by managing invoicing for 4,000 customers at Condominium Management Group.
- Strong analytical and problem-solving skills, with a track record of identifying discrepancies and ensuring data integrity.
- Excellent communication skills and a proactive team player, committed to contributing to collaborative work environments.
- Proven ability to work under pressure, prioritize tasks, and meet deadlines in a fast-paced setting.

EDUCATION

Master of Financial Management (WES Equivalency) Azad University, Iran	2009-2013
Bachelor of Business Administration (WES Equivalency) KAR University, Iran	2004-2008

WORK EXPERIENCE

Account Receivable Condominium Management Group, Ottawa, ON	2023– Present
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- Processed invoices for 4,000 customers, emphasizing accuracy and promptness.
- Proactively addressed overdue payments with persistent follow-ups.
- Recorded and allocated payments accurately to respective customer accounts.
- Conducted frequent account reconciliations, rectifying discrepancies for ledger accuracy.
- Developed strategies for effective collections, improving cash flow and account health.

Achievements in this job: Efficiently managed invoicing for 4,000 customers, ensuring accuracy and timeliness. Proactively reduced overdue payments, optimizing cash flow and account health

Account Manager Mahyar Charity, Tehran, Iran, Online	2020- Present
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- Review and reconcile financial transactions for all corporate credit cards and communicate with cardholders to collect and verify documentation.
- Reconcile credit card statements and monitor limits to proactively address issues.
- Record expenses and payments accurately and Approval-max.
- Maintain organized records for audit purposes.
- Create reports for Support Accounts Payable (AP) and Accounts Receivable (AR)
- Assist with month-end and year-end closing activities as needed.

Financial Analyst Saman Bank, Iran	2020-2022
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- Spearheaded the analysis and reporting on revenue streams, contributing to strategic financial decisions.

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- Conducted detailed financial analyses and compliance reviews, aligning financial strategies with organizational goals.
- Managed and monitored a diverse portfolio of loans and investments, adhering to strict financial policies.
- Analyzed compliance reports, highlighting the ability to critically review financial data and communicate findings.
- Facilitated effective internal communication of regulatory policies, maintaining organized and efficient systems

Corporate Branch Advisor

2014-2020

- Evaluated financial reports and implemented anti-fraud measures, demonstrating the ability to input journal entries and perform detailed financial analyses.
- Analyzed and decided on loan and credit applications, reflecting the capability to follow up on financial discrepancies and variances.
- Demonstrated exceptional organizational and multitasking skills, crucial for meeting reporting and processing deadlines and assisting with various financial and administrative matters.

Banking Advisor

2010-2014

- Utilized technical skills in banking software, contributing to the proficiency in using MS Office Suite required for the role.
- Provided expert advice based on a deep understanding of International Standard Banking Practice and UCP600, showcasing effective problem-solving abilities
- Managed SWIFT transactions, indicating experience with systems that may be similar to the ERP system preferred in the job advertisement.

Account Manager

2008-2010

Sarv Rayaneh, Iran.

- bookkeeping such as the reconciliation of corporate credit cards and employee
- travel expenses, as well as reception and general administrative duties.
- Managed daily accounts payable tasks, ensuring accurate and timely processing of transactions.
- Supported month-end closing activities and reconciled control accounts, maintaining financial accuracy and compliance.