FURQAIN

Email ID : [furqain.16714@2freemail.com](mailto:furqain.16714@2freemail.com)



WORK EXPERIENCE

EDUCATION

August -2013 Bachelor of Commerce

Accounting Diploma From ICA

Industrial Accountant Diploma

April 2015 – Present

Innov8 Products FZC – Sharjah Saif Zone

Accounts Receivable Assistant

Key Responsibilities

* Perform sales invoicing to clients with information from operations department.
* Interact with internal and external clients relating to accounts and finance matters of out-standings, credit/debit notes, deductions, etc
* Handle account receivables
* Accounts to be maintained in books of Sage300/Blindata
* Updates receivables by totaling unpaid invoices.
* Maintains records by microfilming invoices, debits, and credits.
* Supervising the preparation of MIS reports to provide feedback to top management on financial performance, fund management, risk control, profitability etc
* Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
* Resolves valid or authorized deductions by entering adjusting entries.
* Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
* Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.

December 2013 – January - 2015

Cafe2go - Dubai

Assistant Accountant

Key Responsibilities

* Working with spreadsheets, [sales and purchase ledgers](https://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description) and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Managing petty cash transactions.

pl

* Microsoft Excel, PowerPoint and Word
* Team Work
* Internet
* SAGE300 (User Level)
* Quick Books
* Tally ERP 9
* Commitment to Work

SKILLS

* Handling Accounts Receivable and Payable
* Monthly Stock Statement
* Consortium Bankers Meeting
* Filing of Documents
* Internal Audit
* Bank Reconciliation
* Customer Follow up
* Manage Petty Cash
* Monthly Closing
* Resolve Customer Query
* Send the statement monthly basic

AREAS OF EXPERIENCE

April 2015 – Present

* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits.
* Accounts to be maintained in books of Quick Books

July 2012 – October 2013

AAA Capital Service Pvt Ltd - Delhi

Accounts Executive

Key Responsibilities

* Responsible for preparation of cash, bank, journal, purchase, contra and sales.
* Reporting to head office for submission of monthly/ fortnightly accounts and documents
* Handle account payables and receivables.
* Sorting out incoming and outgoing daily post and answering any queries
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits.
* Accounts to be maintained in books of Tally ERP 9.

December 2010 – June 2012

Health Sanctuary Pvt Ltd - Delhi

Office & Management Trainee

Key Responsibilities

* Working with spreadsheets, [sales and purchase ledgers](https://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description) and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits.

Personal Details

Name : Furqan

Nationality : Indian

Visa Status : Employment

Hobbies

* Travelling
* Music
* Cricket

About: To pursue a highly challenging career in the field of Finance, Accounts & Taxation, where I would apply my knowledge, experience and ideas to develop high calibre professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good Corporate Professional