

**HAMZA**

**Email** **:** **hamza-207900@gulfjobseeker.com**

FINANCE & ACCOUNTS- EXPERIENCE -16YEARS

MIDDLE TO SENIOR LEVEL ASSIGNMENTS - Location Preference: UAE/ Qatar

**OBJECTIVE :-**

I am looking forward to join a well-established organisation where I can offer my expertise services in Accounts and Finance. To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

**AREA OF EXPERTISE:-**

Knowledge of accounting principles, practices and procedures. Financial Reporting, Analysis and Audit Management Credit control, MIS reports and Financial Auditing. Bookkeeping, reconciliation and Payroll Management Budgeting, Forecasting, Project costing and Cash Management.



Expertise in handling and maintaining complete books of accounts independently.



Good ‘people skills’, for working with a range of colleagues and clients



Ability to lead and motivate a team.



Good organizational and time management skills.



**EDUCATION /QUALIFICATION :-**

* BACHELOR OF COMMERCE (B.COM)
* MASTER OF BUSINESS ADMINISTRATION (MBA-finance)

**COMPUTER KNOWLEDGE :**

* TALLY, SAGE-300, FOCUS, PEACHTREE, QUICK BOOK .
* MS OFFICE- EXCEL, WORD,POWERPOINT, FOXPRO,VISUAL BASIC.



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**PERSONAL DETAILS :**

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|  | Marital Status | : Married |
|  | Citizenship | : Indian |
|  | Date of Birth | : 25-01-1979 |
|  | Language skills | : English ,Hindi,Arabic&,Malayalam |
|  | Visa Status | : Employment Visa. (Can Join Immediately) |

**PROFESSIONAL EXPERIENCES:-**

* 1. **In DUBAI -UAE**

**POSITION: SENIOR ACCOUNTANT (SEPTEMBER 2018 – NOVEMBER 2019 )**

**JOB RESPONSIBILITIES:-**

* Monitor and coordination of all accounting activities.
* Assist with implementation of new Accounting Software SAGE -300
* Managing account payables & Account Receivable.
* Engaged in VAT return filing
* Accountable for Accruals, Provisions and passing all standard JV entries.
* Prepare and review budget, revenue, expense, invoices, and other accounting documents
* Payroll & WPS Processing.
* Reconciliations (Banks, Suppliers, Customers)
	1. **In DUBAI- JEBELALI -UAE**

**POSITION: SENIOR ACCOUNTANT ( JANUARY 2014 – AUGUST 2018 )**

**JOB RESPONSIBILITIES:-**

* Monitoring and reporting of various department expenses.
* Prepare profit & loss statements and monthly closing
* Perform project costs forecasts/budgets, cost tracking, monitoring and controls
* Monitored treasury activities with Banks
* Managing inter-company Transaction.
* Prepare final settlement and leave settlement for resigned and on leave employee.
* Monthly MIS reports to Finance Director
* Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records.
* Adjustment entries for Closing and Co-ordination with auditors for finalization of accounts.



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1. **in OMAN POSITION: SENIOR ACCOUNTANT (APRIL 2009 – APRIL 2013 )**

**JOB RESPONSIBILITIES:-**

* + Instituted accounts up to finalization and prepare Profit and Loss a/c & Balance Sheet
	+ Maintained & verified journal entries and general ledgers.
	+ Manage the financial budget, planning and analysis required for strategic purpose
	+ Debtors reconciliation and analysis of outstanding.
	+ Bank reconciliation at the end of every month.
	+ Various cost analysis & reporting.
	+ LC/TR Opening, Documentation and Processing
	+ Preparing MIS reports for management.
	+ Verified & checked suppliers bills and arranging their settlements.
	+ Maintained payroll & solving salary related issues.
	+ Monitoring the Debtor’s ageing and ensuring the right time of collection to avoid the bad debts.
	+ Responsible for closing books at year end upon completion of annual audit.

**3 ) in OMAN POSITION :ACCOUNTANT ( APRIL 2003 – MARCH 2009)**

JOB RESPONSIBILITIES:-

* Maintaining the books of accounts up to finalization
* Handling Day-to-Day Accounts.
* Ensuring the collection money has been deposited in company’s bank A/c.
* Developed and implemented accounting duties in computerized environment.
* Making Monthly reports.
* Provide management with monthly collection report.
* Debtor’s reconciliation and analysis of outstanding.
* Supervising annual stock verification

**DECLARATION**

I hereby declare that the information furnished by me in the above CV is true to the best of my knowledge.

**(HAMZA)**



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