**ZEESHAN**

**ZEESHAN.228478@2freemail.com**

**Objective**

Highly organized and well disciplined personality, proactive attitude to challenge workloads with firm deadlines. Execute “Problem Solving” skills and continuously looking ahead for significant contribution that leads to a multi-skilled, Multi tasking administrator that would earn advancement for both personal and professional growth.

**Professional Skills**

4+yrs of Professional experience in the field of **accounting** and **auditing** with the MNC’s company. Confidently played a role of accountant and achieved the target set by the organization with firm deadlines.

**AL FARDAN JEWELS && PRECIOUS STONES - DUBAI. UAE**

***HASSAN I AL FARDAN REAL ESTATE –DUBAI. UAE***

**Designation**: **Accountant (Finance)**

**Period** : **AUG 2012 –** Till date

**AL FARDAN JEWELLERY- Major Responsibilities:**

* Responsible for monitoring and verifying the accounts, handling payment ,receivables management ,credit cards receivables, office petty cash, inventories, reconciliation and finance related work on daily basis.
* Monitoring daily sales activity with the cash flow & documentation.
* Responsible for the implementation of the company’s credit policy controlling customer accounts, maintaining client criteria controlling customer risk and monitoring credit client ageing on monthly basis.
* Verifying credit card transaction & reconciliation with bank statement on daily basis.
* Monitoring of retail sales, Forex transactions, cash deposit, petty cash, income statement & Bank reconciliation and their corresponding postings on daily/monthly basis.
* Maintaining cash, receivables, prepaid expenses with schedules.
* Preparing retail shop operating expenses, local & principle payment .
* Handling all the account of all the boutiques & retailers / corporate clients , which are covered by our channel in the UAE.
* Provides financial information by maintaining and reconciling of accounts by preparing reports.
* Monitoring recorded company expenses & ensured compliance with accounting deadlines.
* General Math Skills, Accounting, Deadline-Oriented, Reporting Skills, Attention to Detail, SFAS Rules, Confidentiality, Coordination, Thoroughness, Quality Focus, Objectivity .
* Passing necessary journal entries, monthly provision entry to make accounts more accurate.
* Preparation of debtor’s statement of accounts and forwarding it to the corporate clients on the period basis.
* Maintaining Fixed Asset register & passing monthly depreciation.
* Responsible for maintaining financial accounting, monthly P&L, administrative and personnel services.
* Preparing monthly Cash Flow Statement.
* Monitor and control expense according to budgetary guideline.
* Preparation of consolidated statement for all accounting & financial aspects.

**REAL ESTATE MAJOR RESPONSIBILITIES :**

* Ensure rents are in line with budget and timely follow up of rent collection.
* Daily banking of cheques.Assist senior in clearing & verifying bank reconciling it.
* Prepares rental monthly collection report.
* Maintains and provides reports on matters relating to tenants when required.
* Prepare reports of outstanding payments and bounced cheques.
* Preparing revenue budgeting & cash flow.
* Revenue Analysis & expense Analysis and preparation of Departmental P & L.
* Supplier invoice scrutiny and approval ,advise and verify the postings of other Accountant’s.
* Performs daily review of AR reports and provide daily update to Manager.
* Responsible for preparing various building rental schedule for auditing.

**WORK EXPERIENCE**

***Mphasis (an HP company)*** Bangalore - India
**Designation**: TPO Level 2 **Period:**  July 2010 – Sept 2011

**Mphasis (*an HP company*) is one of the Multi National Company** an Outsourcing with Zurich Financial Company of UK, Worked for last One and Half Years as a financial processing officer. I had been awarded from the management of UK for Best performer of the year, Efficient Agent and extra mileage productivity award.

**CAPITA GROUP**

**CAPITA INDIA PVT LTD:** Bangalore

**Designation:** Finance Executive **Period:** Sept 2011 to Mar 2012

**Capita Group** is the UK’s leading business process Outsourcing and Professional Services Company which deliver back office administration and financial services to private and public sector organizations across the world.

Awarded for the most promising Agent Q3.

**Major Responsibilities:**

* Processing UK based client’s firm financial data, analyzing, debiting and

Maintaining of final accounts.

* Responsible for preparing Vendor reconciliation on a monthly basis and

 investigating on each transaction and working on minimizing the escalatables.

* Checking and verification of bank reconciliation, Outstanding Receivable and

 Payable and payroll maintenance.

* Responsible for preparing financial reports including Debtors, Creditors,

 Inventory etc

* Work allocator of the team and review the accounting and related system reports for accuracy and completeness.
* Handling desk training with the latest update and escalating to the Higher

Authorities at the best prices.

* Proficient in conducting financial meeting with the international clients.
* Providing the required details on each entry booked in the account for the controllership team for analysis purpose (Balance Sheet Review).
* Responsible for day to day completed work of the team and maintaining

the record transaction in the process application.

* Preparation of Cost accounting through SAP application and communicating with the clients for rectifying the data.
* Handling the complete accounting cycle, including opening, posting entries

 and closing of accounts.

* Set up procedures for AP processing, AR collections, payroll, and vendor Screenings.
* Reviewed various account and handled preparation of P&L account and Balance Sheet and Ensure that the inter group transactions pricing policy.
* Preparation of AR/AP report&Control of creditors outstanding and payments

 On timely basis**.**

* Liaise with & assist internal & external auditors; implement recommendations if any; take corrective wherever required.

**ACADEMIC QUALIFICATIONS**

* B.COM (Bachelor in commerce) - Karnataka University of India – 2010 achieved Distinction
* MS Office package: MS-word, Excel & Power Point presentation etc
* Accounting Software: Tally 9.0, SAP – ERP/3
* SAP: ( FICO ) Standard Accounting Practice (Certified) - Financial, Cost Controlling & Bank Accounting.
* Diploma in PC Hardware & Networking–ECIT Certified from Government of India.

**PERSONAL STRENGHT**

* Drive for continuous improvement through hard work & being persistent.
* Urge to learn and explore new Horizon.
* Consistency in thoughts and actions.
* Hard working, honest & sincere to perform the tasks and goals
* Flexible and open minded to achieve team objectives

 **PERSONAL INTEREST AND ACHIVEMENTS**

* Represented the College Cricket team in zonal championship
* Regularly took part in social and cultural events
* Active particulars and winner of athletes and other sports events

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| --- |
| **Personal information:** |

Marital Status                :     Single

Date of Birth                  :     15-sep-1987

Nationality                     :      Indian

Visa status : EMPLOYMENT VISA

Language Known            :     English, Hindi, Urdu, Kannada, can read Arabic

Driving Licence : VALID UAE DRIVING LICENCE