**ISMAIL**

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## Career Objectives

To work in a challenging and dynamic environment and to keep value adding to the organization, which I represent and serve, and to myself, while concurrently upgrading my skills and knowledge. I would welcome an opportunity to consolidate and expand this quest for knowledge and in the process develop methods and solution resulting in improved, efficient and effective work process.

## Professional Experience (*11 Years*)

**UAE EXPERIENCE (9 years)**

1. Presently Working as Accountant in **ELITE** **FITOUT AND DÉCOR L.L.C**, Dubai, and UAE Since Sept 2015

***Job Profile:***

Maintaining entire accounts of **ELITE** **FITOUT AND DÉCOR L.L.C**

* Maintaining Books of Accounts for assigned projects
* Follow up of Debtors and Accounts Receivables
* Preparation of Monthly Financial Report.
* Review Bank Reconciliation
* Preparation of Time Sheet of Labors & Checking Over Time
* Monitoring daily cash flow.
* Checking Utility Payment like Electricity & Water, Telephone & Internet Bill and Making Payment
* Preparation of Cash Flow Analysis
* Reconciliation of Sub-Contractors and Suppliers Accounts, Prepare priority list, payment authorization to process payment after management approval.
* Preparation employee Vacation settlement proceeding for vacation and full and final settlement end of service.
* Daily Data Backup System
* Reconciliation of all sub ledger & general ledger regularly.
* Preparation of Project wise receivables and Payables
* To Prepare and monitor monthly position of Debtors & Creditors .
* Prepare monthly MIS Report such as Project Revenue, Project Cost and unbilled revenue, Project Wise Receivables and Payables.
* Accounting of various fixed assets & Prepaid Expenses and making schedule according to the policies & Procedure of the management.
* Finalization of accounts including P&L and Balance Sheet

1. Worked as **Senior Accountant** with **Al Shaija Group of Companies, Dubai, and UAE** From Sep 2008 to July 2015.

***Job Profile:***

Maintaining entire accounts of Al Shaija Group of companies, Dubai.

* To prepare, examine, and analyze accounting records, financial statements and reports to assess accuracy and finalizing the accounts
* Coordinate & provide support for All Accounting Activities for the Company
* Manage day to day financial transaction of the company..
* Maintain book of accounts in computerized environment.
* Reconciliation of Bank accounts and other parties’ accounts viz.; debtors, creditors & loan parties
* Prepare Monthly Sales man wise Report.
* Preparation of Payroll and WPS
* Checking Utility Payment like Electricity & Water, Telephone & Internet Bill and Making Payment
* Follow up with accounts receivable and Preparation of Cheques
* Preparation of Statement of Account fully reconciled & Supported with relevant and original and supported documents.
* Handling Banking Transactions
* Maintain Stock Ledger and Supervised Inventory Control.
* Secure Financial Information by completing data backup every day
* Ensure reconciliation of all sub ledger & general ledger in performed on regular basis
* Ensure General Ledger entries are accurate and are in line with Company Procedures
* Provide Financial Information to Management for decision making & planning new strategies.
* Maintaining Record of Receivables & Payables
* Preparation of monthly financial reports
* Maintaining Fixed Asset Register.
* Finalization of Accounts including Trial Balance, P&L A/c & Balance Sheets

III. Worked as **Accountant** with **Shiv Garments, Hyderabad, India.** From April 2006 to May 2008

***Job Profile:***

* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information
* Prepare day to day bank and cash transaction.
* Prepare Regular Reports & Summaries of Accounting Activities.
* Manager the invoice generation operation & Credit Control.
* Prepare Debtor’s list & constantly follow up payments.
* Verify regular Transactions & Report Irregularities to management
* Maintain and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions;
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries
* Checking of monthly attendance & Calculation of over time,
* Preparation of staff salaries.
* Follow up Receivables
* Reconciliation of Bank Statement
* Handle accounts up to finalization and Prepare Yearly Profit & Loss & Balance Sheet

## Educational Details

* Completed **B.Com (Computers). Osmania University, Hyderabad, India**
* **Completed Intermediate(CEC), Board of Intermediate, Hyderabad, India**
* **Completed Secondary School Certificate(SSC),Board of Secondary, Hyderabad, India**

## Computer Proficiency

* Diploma in Accounting Packages.

Accounting Packages : Tally (ERP), Focus (ERP), Sage, Quick books.

* Advanced Diploma in Computer Programming.

Operating systems : Ms. Dos, Windows 95,98,2000 & XP.

Office Automation : Ms. Office (Word, Excel, PowerPoint).

Technical Skills : Speed Typing Skills, Internet Skills

## PERSONAL DETAILS

## Date of Birth : 31st July 1983

Nationality : Indian

Visa Status : Employment Visa Transferable

Languages Known : English, Hindi and Urdu

Date:

(Ismail)