**RIZWAN**

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**CURRICULUM VITAE**

**PROFESSIONAL OBJECTIVE**

# Seeking Challenging Career in Accounting/Finance with a reputed Company- offering Long-Term Opportunities to Utilize Knowledge and Skills in Dynamic, Innovative and Creative Setup and Professional Growth in Recognition of Dedication and Superior Performance that provides Opportunities for further Learningand Achieving Professional Excellence

**PROFESSIONAL PROFILE**

# More than 5Years’ experience invarious fields Such As Finance /Auditing/Cost control / Inventory Management /Logistics etc. ensuring optimum utilization of resourcesExcellent in decision making and having strong sense of responsibility Proficient in handling accounts up to finalization in computerized environment Good PC skills, expertise in MS-Office, and accounting software’s Expertise in Tally9 ERP (Graduate in Tally 6.3 from Tally Solution Pvt. Ltd., Bangalore)

# Expertise in Facts ERP SoftwareConducted and presented seminars in various management streamGood Communication & Interpersonal skillsAdapted to any kind of environment, good team player and result driven

**EDUCATIONAL QUALIFICATION:**

* Done CPT–CA Foundationfrom ICAI India.
* Enrolled to ACCA
* Graduate of Commerce (B.Com) from Mangalore University, Karnataka India

**ERP PACKAGES:**

* Peachtree sage 50 (M.I.C.E Manipal)
* Facts ERP
* Tally9 ERP (Certified from Tally Solution Pvt. Ltd., Bangalore)

**WORK EXPERIENCE:**

**1) KIBSONS INTERNATIONAL LLC. Dubai, UAE**

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**One of the most rapidly growing companies in the Fruits & Vegetable market in Ras al Khor activelySupplier in wide range of quality fruits and vegetables from all continents by air, sea and land.**

**Receivable Accountant:**From August 2016to Present

Responsibilities:

* Preparation of Accounts Receivables Report.
* Sending SOA to the customer on a weekly / monthly basis and as per conditions specified by them
* Follow up with customer, collect and allocate payments
* Prepare and post month-end accrual and prepaid, rebate &provisions entries.
* Review invoices to ensure that all the information appearing on SOA is accurate
* Posting Home delivery customer payments by recording cash, Online Transfer, and credit card transactions.
* Performreconciliations of bank statement , credit card statements and Online payment report of home delivery division
* Perform account reconciliations of customers account
* Generate age analysis & review AR aging to ensure compliance
* Maintain accounts receivable customer files and records
* Analyzing Customer Records to assign Credit Limit and Credit Period.
* Preparation of Inward Cash Forecasting on weekly Basis for managing outflow payments.
* Assisting the reporting head of finance/compliance during the preparation of financial

**2)SABAA FIRST GENERAL TRADING L.L.C.Dubai, UAE**

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**One of the most rapidly growing companies in the MENA region actively working across different business fields that lies in advanced Personal Healthcare, Consumer Electronics, Telecom and Sports Equipment.**

**General Accountant:**From December 2014to August 2016

Responsibilities:

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, Cash flow
* Review and analyze monthly results to ensure accuracy of financial statements, making accruals and adjustments as needed.
* Working with external auditors during audits.
* Monitoring Drivers recovery i.e. Insurance Liability, Traffic, fines & company fines
* Processing Salaries, and Final Settlement as per the labor law
* Performing bank reconciliation of designated bank accounts on a monthly basis to reflect actual cash position.
* Managing the accounts receivable (A/R)& accounts payable (A/P) by developing systems that will ensure appropriate recording of all Transaction and timely positing to correct customer& supplier account.
* Provide data for doubtful debts and adjust provision for doubtful debts before monthly closing.
* Receive invoices from dispatch clerks and forward the same, along with statements, to the customer on a weekly / monthly basis and as per conditions specified by them
* Aging analysis for payments due and plan follow up activities accordingly in order to enable collection within the credit period specified
* Review and process all payments relating to the company’s activities and commitments, including contracts, certificates, delivery notes, receiving reports and delay penalties
* Performing vendor and supplier account reconciliation
* Assist G.M and CEO for business planning & Financial analysis

**3. ELFIT ARABIA F.Z.E. Ajman, UAE**

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**Elfit Arabia is the leading manufacturer and supplier of Telecom and Electrical products in the region. We deal in more than 2000 itemsutilized in the Cable Laying & Pulling, Telecommunication outside Plant (OSP) Network, Optical FiberNetwork and Electrical Installations**

**Assistant Cost& Financial Accountant:**from November 2013 to November 2014

Responsibilities:-

* Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor.
* Analyzing changes in product design, raw materials, manufacturing methods or services provided, to determine effects on cost
* Analyzing actual manufacturing costs and preparing periodic reports comparing standard costs to actual production costs
* Recording cost information for use in controlling expenditures
* Analyzing audits of costs and preparing reports
* Making estimates of new and proposed product costs
* Providing management with reports specifying and comparing factors affecting prices and profitability of products or services.
* Maintaining Cost Accounting System
* Assisting in Month end close of the General Ledger
* Conducts physical inventories and monitors cycle count program
* Supporting the managing accountant and wider finance team
* Collaborating with these teams to work on various accounting projects
* Performing reconciliations of accounts
* Processing payments and invoices accurately and within expected time periods
* Verifying financial statements, ledgers and accounts and making corrections where appropriate
* Preparing profit and loss accounts sheets

**5.Sanjivini Pipes & Fittings Pvt Ltd. Kundapur, India**

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The corporate office is in GOA and the branch offices in Karawar and Kundapur, Manufacturing of pipes and fittings.

**Accountant:** from January 032012 to October 30 2013

Responsibilities :-

* Post and process journal entries to ensure all business transactions are recorded
* Update accounts receivable and issue invoices
* Update accounts payable and perform reconciliations
* Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
* Assist with reviewing of expenses, payroll records etc. as assigned
* Update financial data in databases to ensure that information will be accurate and immediately available when needed
* Prepare and submit weekly/monthly reports
* Assist senior accountants in the preparation of monthly/yearly closings
* Assist with other accounting projects

**PERSONAL & PASSPORT DETAILS**

Date of Birth : 13- September -1991

Nationality :Indian

Sex & Marital status :Male &Single

Languages Known : English, Hindi, Kannada,Malayalam& Arabic (Read & write only)

Visa Status : Employment

**REFRENCES**

Can be provided on request