**Mir**

[**Mir.312893@2freemail.com**](mailto:Mir.312893@2freemail.com) ****

**Accounts  Manager**

Ajman

"To acquire a dynamic, challenging opportunity and to contribute positively to the growth of the business".

**Work Experience**

**Accounts  Manager**

**Al Etihad Metallic Industries Co LLC (UAE)**

2012 to Present Date

• Leading the Accounts department independently

• Preparation For auditing Procedure as per Auditors Requirements and overview the Trial Balance till Balance Sheets before hand over to Auditors.

•Invoicing, follow-up and control of accounts Receivable and Payable, management of baking transactions with borrowing facility e. g. LBD, LC, TR and OD.

• Correspondence with overseas suppliers, customers, bank Etc.

•Correspondences and communication with bank for bank facility borrowing

• Preparation of MIS reports  
• Implementations of an ERP system.   
• Responsible for complete Accounting cycle i.e. all accounting transactions are properly accounted for.   
• Liaison with all departments regarding ERP implementations.   
• Coordination with, OM, CEO and chairman by Developing & maintaining sound internal control policies and effective procedures.   
• Point of contact between the business unit & IT for ERP customization.

• Designed Full Life Cycles i.e. Accounts & finance.   
• Designed each screen for GL, Fixed Assets, Accounts Payables, Accounts Receivables, Loans, Cash & Bank, POS, Jobs/project accounting, budgeting and specific Modules of HR, Real Estate & with extensive reports. .

**Senior Accountant**

**Al Etihad Metallic Industries Co LLC (UAE)**

2007 August to 2012

• Preparation and finalisation of Trading, Profit & Loss A/c., Balance sheet, Bank Reconciliation, in computerized environment.

•. Handling & Follow up for payments from Receivable and issue payments to payables,   
•. Inventory Control and Sales Performance.

•. Prepare Aging analyses, Stock Valuation and Cost Sheet.   
• Responsible for Complete Accounting Documentation and Transactions.   
• Handled independently the Accounts Department.   
• Preparing Analytical reports for management to assist their timely decisions.

**Accountant**

**Umm Al Qiwain National Travel Agency**

Umm Al Qiwain

May 2005 to August 2007

• In charge for Inventory handling ,

•Follow up Debtors\Creditors& Reconciliation Of their Accounts

•Monitoring Payable& Receivable review& Finalize Monthly Collection Reports.

•Preparing All Reports , Debit notes, Credit Notes , SSAN to all Airlines.

•Reporting to Airline passenger & Cargo & B.S.P,

•Reconciliation of LPO`S & making payment to party’s

• Daily & Monthly Reports of all financial transactions

•Bank Reconciliation Statements & Aging Analysis

•Preparing monthly trail balance & financial statement

**Team Leader cum Insurance Advisor**

**ICIC Prudential Life Insurance, Hyderabad.**

Sep 2004 to Apr 2005

• Extensive market research and analysis - this resulted for a clear cut positioning of our future prospects.

•Leading team for expansion of ICIC Prudential Life Insurance market, in Hyderabad

•Dealing with Managerial level to promote Sales in their Campus.

•Dealing with Claims and New Policies of Clients.

•Integrating technical-marketing aspects for market expansion

•Under went constant up gradation training for new insurance products.

**Jr Accountant cum Asst Administrator**

**Sunita Garment textile Pvt Ltd, Hyderabad.**

May 2002 to Aug 2004

•Handling inventory.

•Maintaining ledger’s and petty cash.

•Preparing statements to party.

•Preparation of Quotation, invoices, Purchase order Accounts statement.

•Motivating subordinator to perform better & achieve targets

•Preparation of monthly progress report to the Management

•Providing information to management for new proposal jobs tender.

•Monitoring Performance levels of sales teams.

•Attending customer enquires/Handling correspondence confidential documents

•Placement order for day to day office requirements

**COMPUTER EXPERTIES**   
• Professional knowledge and experience of Designing and Documentations of an ERP system   
i.e. (Accounts and finance, HR, Real Estate Module).

• Computerized accounting expert User (FOCUS ERP, etc.).   
• Excellent Knowledge of MIS and ERP (software).

• Designing layouts & Customization of reports

• Data importing from data base.

• Formulation screen’s & generation reports

•Linking the Voucher & Customizing

•Creating different types of standard report

• Proficient in MS Excel, MS Word, Internet and other office work.  

**Education**

**MBA (Finance & Marketing)**

**Shajahan College of Business Management,**

**Osmania University, Hyderabad, A.P**

**Holding UAE Driving licence.**

**Personal Information**

AGE : 37 Yrs.

NATIONALITY : Indian

MARITAL STATUS : Married

LANGUAGES KNOWN : English, Hindi and Telugu.

VISA STATUS : Employment.