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**AHMED**

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**In quest of assignments in Finance & Accounts functions with an organisation of repute**

**PROFESSIONAL PROFILE**

* A competent professional with **8 years** of experience in the areas of **Finance & Accounts, Auditing & Taxation and MIS.**
* Experienced in spearheading a wide spectrum of Finance & Accounts activities encompassing finalization of accounts, cash flow management, taxation and auditing.
* Adept in monitoring the inflow & outflow of funds and ensuring optimum utilisation of available funds towards the accomplishment of corporate goals
* Keen understanding of the tax procedures and audits for the company
* Proficiency in streamlining the working procedures, formulating cost effective solutions for enhancing the accounting and taxation operations.
* An effective communicator with excellent interpersonal skills with proficiency in explaining complex financial data.

**Areas of Expertise**

**Finance & Accounts**

* Maintaining accounts of the organisation, ensuring compliance with Accounting Standards and managing the consolidation / finalization of the Financial Statements.
* Analysing and planning the Financial Budgeting, Cash Flow for forecasting day to day activities.
* Preparing the working capital requirements and ensuring invoicing / Billing delivery as per SLA and ensuring timely collection of the payment activities.

**Taxation & Auditing**

* Coordinating with Auditors, finalising Tax Audit; evaluating internal control systems/ procedures with a view to highlight shortcomings and implementing necessary recommendations.
* Preparing tax plans and ensuring timely assessment and filing of Income Tax, Service Tax & T.D.S. returns in compliance with statutory acts.

**Accounts Payables / Receivables**

* Handling accounts payable - ageing of creditors/payables, releasing the payments as per terms/conditions.
* Managing receivable management -accounting of bills, debtors ageing, interacting with the customers for collection & sending the reminders for collections.
* Processing accounts payables for all three entities -ageing of creditors/payables, releasing the payments as per terms/conditions.

**Budgeting / MIS**

* Formulating annual budgets, cash flow statements and conducting various analysis to determine difference between projected & actual results and implementing corrective actions.
* Preparing MIS reports & various other financial reports to keep a track of the financial performances and submitting the same to Middle Management and Top Management.

**CAREER CONTOUR**

**Jun’15: Square General Contracting Company, (Square Precast Factory) Dubai as Senior Accountant**

**Key Deliverables**

* Overseeing the following functions
  + Check and approve all invoices for Suppliers & Subcontractors.
  + Managing the cost control for all factory expenses.
  + Preparing all sales invoices and follow the collection with the clients.
  + Calculating and recording asset, liability, revenue, and expenses entries by compiling and analysing account information.
  + Developing the details of assets, & closing entriesmonthly, quarterly & yearly.
* Rendering assistance in the preparation of monthly management report and accompanying schedules, worksheets and narratives, including “Budget vs. Actual” variance reports.
* Taking care of the reconciliationwith sister companies, preparing workshop and generating store expenses reports monthly.
* Developing regulation voucher cycle according to International Accounting Standards.
* Revising and preparing monthly bills for sub-contractors and preparing stock reports monthly.

**Nov’11-Jun’15:Sands Contracting Company, Dubai as Senior Accountant**

**Key Deliverables**

* Overseeing the following functions
  + Preparing and reconciling the Payments for Suppliers & Subcontractors.
  + Calculating and recording asset, liability, revenue, and expenses entries by compiling and analysing account information
  + Developingthe details of assets, & closing entries quarterly & yearly
* Rendering assistance in the preparation of monthly management report and accompanying schedules, worksheets and narratives, including “Budget vs. Actual” variance reports
* Taking care of the reconciliationwith sister companies, preparing workshop and generating store expenses reports monthly
* Developing regulation voucher cycle according to International Accounting Standards
* Revising and preparing monthly bills for sub-contractors and preparing stock reports quarterly
* Requesting materials and assistingin preparing assigned schedules for the annual and interim audit

**May’09-Oct’11: AL BAYAREQ Building Contracting L.L.C, Dubai as Accountant & Purchase In-charge**

**Key Deliverables**

* Actively engaged in
  + Rebuilding Accounting System and preparing payroll according WPS System and following up local purchase order of materials
  + Regulation Voucher Cycle and Regulation Financial Statements According to International Accounting Standards
  + Rebuilding Suppliers Tree and developing bank reconciliation monthly

**Jul’09-Mar’11: AL NOOR Auditing Bureau as Auditor**

**Key Deliverables**

* Accountable for conducting audit the accounts of customers and reducing the errors.
* Rendered assistance in the preparation of balance sheet, income statement, cash flow statement & owner equity statement.
* Generated reports on the progress of the accounting work in companies that we are auditing

**Previous Assignment**

**Aug’08-Mar’09: Al QUDS Contracting Company as Accountant**

**ACADEMIA**

2007 Bachelor of Commerce from Kafr El-Sheikh University

Other

* **CIA English Accounting Course** in 2008
* **CIA Arabic Bookkeeping Course** in 2008
* **English Course Grammar & Spoken** in 2012
* **Studding CMA in 2014 (Pricewaterhouse Cooper Academy- Dubai)**

**PERSONAL DETAILS**

Date of Birth : 16th May 1985