

Contact HR Consultant for CV No: 335763

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**CAREER OBJECTIVE**

Actively seeking a suitable position in the Finance, Accounting or Operations coordination in a professional organization.

**Work Profile**

Innovative and motivated professional with 18 years of experience in Financial Accounting, coordination and supervision of B2B operations.

**EDUCATIONAL QUALIFICATION**

**Bachelor of Commerce** – 1993

Osmania University, Hyderabad, India.

Multiple Professional Trainings in Accounting, Financial Management and Operations Coordination

**COMPUTER SKILLS**

Diploma in Computer Applications (MS Office) Word, Excel, Power point etc.

Diploma in Computer Accounting (TallyERP9, Focus, Peachtree etc)

**Key Skills**

Excellent Time-Management Skills

Excellent Deliverables Management Skills

Excellent Financial Management Skills

Excellent Operations Management Skills

Keen Eye for the details

Timely Reporting

Foresight for unaccounted issues / concerns

**WORK EXPERIENCE**

**I) Worked as a Chief Accountant in Melisa Trading L.L.C**

We are main Supplier to all hypermarkets all over the gulf. Our main customer MAF Carrefour and Hyperpanda Dubai and Saudi. We are dealing in textile lingerie’s importing from turkey and Italy **From 1/6/2009 to 1/6/2016.**

**DUTIES & RESPONSIBILITIES**

* Maintaining the financial accounts of the company
* Monitoring outstanding payment and Expenses.
* Keep a record of all the transactions made by the company on a daily basis
* Following the accounting standards set by the company
* Monitoring Payable & Receivable review and finalizing monthly collection reports
* Monthly Payroll control Including Leave tracing and gratuity payments
* Preparation and manangement of cash flow projections and supplier payment
* Having a record of the correct due dates
* Following the correct procedure while collecting the due amount
* Reporting the daily transactions to the higher authorities
* If at all any problems regarding collections, they have to take up the matter with the higher management
* Keep a record of the payments that are to be made to the creditors of the company
* Maintaining all financial Reports like Bank Statement, Receivable, payable and PDC issues and PDC Received on monthly basis.
* Preparing MIS Reports, Spreadsheets, Trial Balances, P&L Statements, Balance Sheets & other Statements.

**WORK EXPERIENCE**

**II) Worked as Accountant / Administration Manager in Opal Emirates L.L.C**

A Chain of automotive workshops attached to ADNOC fuel stations and the master franchisee of “Precision Tune Auto Care” U.S.A which has 850 service outlets world wide dealing with one stop shop for all car service needs; Abu Dhabi

**From 25/12/2006 to 02/07/2008**

**DUTIES & RESPONSIBILITIES**

 Over all control of Accounts Payable & Receivable.

 Preparation of Trial Balance /Financial Statement (monthly basis)

 Preparation of Salary and wages

 Handling of Petty cash

 Inventory Control

 Maintaining Company general Accounts

 Checking purchase bill, sales invoices and reconciling with job cards.

 Preparing Invoice, Delivery Order, Credit Notes and Purchase Orders.

**III) Worked as an Accountant cum Cashier in M/s.Yousuf Abdul Ghafoor Amin & Co., Dubai U.A.E**

The second largest footwear business house in the kingdom of Saudi Arabia. Sole distributor for Clarks, Sketchers, Ecco, Azalia brands with a net work of more than 30 stores in K.S.A. And with a showroom/Exhibit in Dubai to cater to the wholesale / retail market of the U.A.E

**From 11/03/1996 to 25/11/2005.**

**DUTIES & RESPONSIBILITIES**

 Maintenance of Daily Sales reports & day to day accounts.

 Maintenance of Petty Cash Book, Vouchers, Stock Ledger & General Ledger.

 Monitor daily transaction of Cash/Cheque - Deposits, Payments, Coordination with Banks & Money Exchanges.

 Preparing Bank Reconciliation Statement, Stock Statements, Stock Movements, Inventory Control, Order Placing etc.

 Preparation of salary statements, Payroll**.**

 Follow up with Customers & Suppliers.

 Follow up for Bills receivables & payables.

**DRIVING LICENCE** : Holding Valid U.A E Driving License

**Visa Status : 90 Days visit visa (Arrived 5 Dec 2016)**

**PERSONAL PROFILE:**

Date of Birth : 24 May 1970

Nationality : Indian

Marital Status : Married with 4, Kids 3 Primary School going.

Languages Known : English, Urdu & Arabic

Strengths : Hardworking & Enthusiastic,

: Able to control any kind of Situation

: Dedication & determination.

References: Can be furnished upon request

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