 Curriculum Vitae.

Sayed

[Sayed.337234@2freemail.com](mailto:Sayed.337234@2freemail.com)

Financial Accountant

**Visa Status: Visit Visa Valid till 5th of April 2017**

**Dubai, UAE**

**PROFESSIONAL PROFILE**

Having around 5+ years of Professional Expertise in the field of Finance and Accounts divisions of various MNC’s with my professional positive attitude and committed to excellence, having sound knowledge of accounting techniques and further possessing hands on experience in Accounting packages & ERP Solutions, Working on Tally9 & Familiar with Oracle E-Business Suite.

**TOTAL WORK EXPERIENCE 5 YEARS**

**Work experience in (Doha Qatar):**

**Organization :**

**Position : Accountant**

**Working Period : Jan 2015 to Nov 2016**

***Duties & Responsibilities:***

* Responsibility of month end closing process and preparation of financial statements for various entities, for financial review, Company Directors.
* Analysis of monthly Concern party ledger, accounts activities, journal ledger, accruals and reconciliation of Banks accounts, maintain of fixed asset Register and Depreciation Calculation of company Assets.
* Keeping of all Records Accounts Payable and Accounts receivables.
* Prepares Annual Budget and Quarterly MIS reports.
* Giving Accurate Audit Financial Assistance to Auditors.
* Communicate with the other department and functional head to support overall goals objectives achievement.
* Prepares all Supporting Records in Excel Sheet for all transactions in Financial Audit Requires.
* Represents at meetings for Global Development as well As Domestic Competitors for the Company Goal Achievements.
* Assist with good guideline to company management for implements policies and Compliance procedures.
* Oversea Purchases, and following up for the Logistic Trade Business.
* Handling Payroll of staff and labor (bank & Dpay salaries) through WPS, Monitoring and preparing Cash flow of salaries.
* Handling of Banking Loan Facilities and Making of Loan Schedules Re-payment Structure for the Banking Finance Records.
* Managerial Skills for the Handling of LC’s Documents and Letter of Guarantees.
* Payment through Letter of Trust Receipt (LTR) from Bank
* Opening Letter of Credit (L/C) from Bank.

**May 2014 to Dec 2014 (Doha Qatar)**

**Organization : JBM TRADING & CONTRACTING WLL**

**Position : Accountant**

***Duties & Responsibilities:***

* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies procedures.
* Arranging of fund for payment proposal to vendors, duties, rent &salaries.
* Reconciles financial discrepancies by collecting and analyzing account information
* assist with preparation and coordination of the audit process
* Assist with implementing and maintaining internal financial controls and procedures.
* Prepare actual and forecasted financial reporting packages highlighting revenue and related compensation
* Handle day to day Accounts and Finance Activities.

**Oct 2011 to Apr 2014 (India)**

**Organization : INDIA INFO LINE LTD**

**Position : Jr.Accountant.**

***Duties & Responsibilities:***

* Daily Cash statement entries / Reports
* Preparing financial Reports such as sales, purchase, bank, cash inflow, final statement etc. as and when required by the management.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Follow up on the account receivables
* Ensure monthly reconciliation of all the suppliers and customers
* Ensure to keep updated on accounts payable
* Proper coordination, communicating with customers via phone, email, mail or personally
* Monitors assigned payroll activities and/or program components for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
* Summarizes current financial status by collecting information, prepare balance sheet, profit and loss statement and other reports.
* Monitor & resolve bank issues including fee anomalies and check differences reconcile and maintain balance sheet accounts.

**ACCOUNTS AND FINANCE SKILLS**

Accounts Payable / Receivable. Bank Reconciliation / Accounts Reconciliation.

Accounts Finalization. Letter of Credit.

Budgeting / Forecasting. Management accounting.

Managerial / Banking Finance. Intercompany Consolidation.

Financial Reports/ MIS. Payroll Processing / WPS.

**COMPUTER SKILLS**

* Operating Systems : Windows XP, Windows 7, Windows 8.
* Office package : MS Office,
* Accounting package : Tally 9.0, Pioneer, Visual Dolphin
* Oracle Financial Apps : R12

**ACADEMIC QUALIFICATION**

* MBA with Finance and Marketing from Osmania University, Hyderabad 2011
* Bachelor of commerce from Kakatiya University 2009
* Board of intermediate from Orbit Junior College 2006
* A level of secondary education (SSC) 2002

**PERSONAL QUALITIES**

* Very Flexible and adaptable to any kind of environment.
* Can work individually and also in team.
* Quick learning and good analytical skills.
* Working with commitment and dedication, able to perform under pressure.

**PERSONAL INFORMATION**

**Date of Birth**  : 02-09-1986

**Nationality** : Indian

**Religion**  : Muslim

**Marital status** : Single

**Passport No** :

I here by declare that the information mentioned above is correct as per my knowledge.

**Sayed**

|  |
| --- |
|  |