***SYED.371335@2freemail.com***

Dear Madam/Sir,

The attached resume is presented for your kind consideration regarding the appropriate position you may have or make available. I am submitting this profile in an effort to secure a primary professional position providing my expertise to a progressive corporate concern. My goal has been to identify and capitalize on opportunities that would allow us to expand, strengthen our financial performance and achieve a strong market position. I would like to give you a brief description of what kind of person I am. I have always been motivated by the desire to do a good job at whatever position I'm in. I want to excel and be successful in my job, both for my own personal satisfaction and for the company I would be working in.  I hold Bachelor Degree in Commerce from (Osmania University) Hyderabad, India.  My CV/Resume will provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thanking you in advance for your co-operation in this regard.

I am looking forward to speak with you soon.

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***FINANCE/ACCOUNTS PROFESSIONAL***

***SYED***

**PROFILE SUMMARY**

* B.Com Professional with 9 years of UAE experience in Finance& Accounts.
* Expertise in Handling External & Internal Audit for the Company (since 7 years).
* Expertise in managing Accounts Payable & Receivable within the pre-set parameters.
* An enterprising individual with good interpersonal skills & willingness to learn.
* Displayed abilities in handling problems as opportunities and dealing with difficult challenges.
* Recognized as a quick learner and can adopt easily to company processes.
* Establishes and maintains excellent business relations with clients, colleagues and management.

**CORE COMPETENCIES**

* Expertise in handling Bank Reconciliation, Telex Transfers, Customer Reconciliation, Supplier Reconciliation, Finalization of Accounts, Preparing of MIS Reports, Profit & Loss Statements, Trail Balance & Balance Sheet etc.
* Prepare, Analyze and review Budgets for Payments.
* Expertise in MS Word and Excel.
* Expertise in preparing letters like Balance Confirmation, Authorization Letters, Request Letters etc.

**EDUCATION**

* B. Commerce (Computers) from Osmania University, Hyderabad, India.
* XII (CEC) from Mumtaz Junior College, (B.I.E) Hyderabad, India.
* S.S.C from Dazzling High School, Hyderabad, India.

**ORGANIZATIONAL EXPERIENCE**

* Worked as an Accountant for **NATIONAL HEALTH INSURANCE CO DAMAN, AUD**, U.A.E

For 7 Years.

* Worked as an Accountant for **ALI BIN ABDALLAH REAL ESTATE**, Sharjah, UAE For 2 Year.

**DUTIES & RESPONSIBILITIES:**

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| **ACCOUNTS PAYABLE:** * + Receiving of Supplier Invoices, passing of Suppliers Invoices for payment i.e. checking the authenticity of the purchase or service in light of the supporting documents like Purchase Order, Pro Forma Invoice, Delivery Note, Receipt Note etc. with proper approvals from the management.
	+ Reconcile processed work by verifying entries and comparing system reports to balances.
	+ All the Invoices passed for payment should be processed for payment after monitoring discounts opportunities, scheduling and preparing Cheques depending on the due date and terms & conditions.
	+ Safe keeping of the documents- All the Invoices should be filed safely and easily traceable.
	+ Maintain Payables PDC.
	+ Handling accounts Payable Aging report.
	+ Verify vendors account by reconciling monthly statements.
	+ Ensure to obtain Supplier Statement of Accounts prior to process the payment to them.
	+ Ensure to complete the day to day task on the same day.

**ACCOUNTS RECEIVABLE:** * + Expertise in Preparing, handling and Issuing Invoices for all Customers.
	+ Posting Customer Payments by recording Cash, Cheuqes and Credit Card Transactions.
	+ Update Receivables on regular basis by totaling unpaid invoices.
	+ Summarize Receivables by maintaining Invoice Accounts, Coordinating monthly transfer to Accounts Receivable Account, verifying totals and preparing report.
	+ Assist Accounts Receivable Supervisor in accounting of customer receipts on timely basis.
	+ Maintain Receivables PDC.
	+ Handling accounts Receivable Aging report.
	+ Ensure Cash Sales from all Daman deposited into the bank on daily basis.
	+ Ensure to send Customers SOA by end of each month.
	+ Expertise in handling Customers Reconciliation.
	+ Timely follow ups with Sales Persons, Customers and Banks.

**BANKING AND PAYROLL:*** + Ensure bank statement is received from the bank on monthly basis.
	+ Ensure to complete the bank reconciliation at end of each month.
	+ Prepare Issue, Receive, Deposit, and Sort as per dates and Keep safe all Cheques.
	+ Prepares Payroll Considering all the deductions, Salary Advances, Allowances and Other Benefits of all Employees.
	+ Timely follow ups with employees to settle Salary Advances or any other advances and accounting of the same.
	+ Salary Maintain WPS (Wages Protected System) for the Company.
	+ Uploads all Salaries for the Staff through WPS system.

**PETTY CASH:*** + Preparation of petty cash vouchers for all petty cash expenses.
	+ Ensure proper receipt is obtained for all cash payments
	+ Ensure approvals are available for all cash payments from management.
	+ Ensure timely deposit of huge cash receipts or any other receipts and prompt accounting of the same.
	+ Safe keeping of the vouchers and supporting documentation.
	+ Safekeeping of copies of purchase bills with supporting of all the fixed assets purchased in a separate file and computes the depreciation for the same.
	+ Handling Rental Agreement Renewals for ABAR and Counters for the Company.
	+ Handing Trade Licenses and all other required Licenses Renewals for the Company.
	+ Handling Mulkiya, Insurances and Visa Renewals for Staff, Vehicles and Counters.

**FINALIZATION:*** Assist the Finance team handling of yearend financial audit and responding to various queries of Auditors.
* Prepare the accrual schedule & submit to Financial Manager for review at every month end.
* Ensure all the accounting entries and closing entries are passed and reviewed from time to time.
* Handling Internal and External Audit.
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**TECHNICAL SKILL SET**

Accounting Packages : Tally, Wings, Focus & Peachtree

ERP Packages : **Oracle Financials R12** (GL, AP, AR, INVENTORY, PURCHASING) Operating Systems : Windows 2003, 2007, (98, 2000, XP)

Office tools : M.S Word, Excel (H Look up& V Look up, Pivot table) &

 PowerPoint

**PERSONAL DETAILS**

Date of Birth : 24thAugust 1984

Linguistic Abilities : English, Hindi & Urdu

Marital Status : Married.

Visa Status : Transferable

UAE Driving Lic : Yes

I Confirm and declare the above mentioned details are true as per my knowledge.