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| NAME: Syeda | |
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|  | EDUCATIONAL qUALIFICATION: b.COM (bANGALORE UNIVERSITY)  aDIITIONAL QUAIFICATION : MBA (persuing)  SPECIALISATION : FINANCE AND Accounts  UAE experience:  **Accountant:**  **Al Meshrakh Timber Trading LLC, Dubai, UAE**   * **Assistant Finance Manager:** **Vat returns filling / Brs/ A/r & A/p, maintaining petty cash book, Invoice making, Monthly reporting, Forwarding debit notes to the principals for Purchase Rebates/Shortages, Finalising Balance Sheet, Hr etc**   **Rainbow Plastic Industries LLC, UAQ, UAE. – 2 years**   * Drafting lc, Invoice Discounting, Cheque Disconting, Follow up for the due dates and interest for o/d, Handling Petty cash, Working on Tally Erp9, Followup for import documents, giving salaries, administration etc.   **Paramount Middle East Trading Company.**   * **General Accounts**: **Posting of entries, A/r& A/p, maintaining petty cash book, Raising bills. Forwarding debit notes to the principals for Purchase Rebates/Shortages etc** * **Warehouse Administration** – **Independent handling of routine Warehouse Administration and Management in a busy atmosphere and reporting to Proprietor. Processing GRA with Purchase Cost of Shipment and updating local & Import purchase Import shipments. Invoicing of Project & Retail jobs, preparing project cost and reporting the same to the management.**   **M.k.Ahmed Super Mart**   * **General Accounts** – **Posting of Journal Vouchers, Bank & Cash payment vouchers. Monthly Bank reconciliation statements which covered almost 6 bank accounts A/r and A/p, Maintaining petty cash book. Overlooking and guiding the assistants in the daily routine accounting. After the close scrutiny of the accounts and the closing of the books of accounts I do the finalizing of the balance sheet with the confirmation of the vendors. Compilation of group accounts and Business unit wise profitability statement analysis and reporting to Proprietor.** * **Pay Roll** – Monthly processing of Pay roll through Real Soft and generation of WPS files. Uploading the files through WPS System to the bank for payment of salaries on due date. * **Additional Jobs** – Maintaining all files relating to the company like Memorandum of Association, Power of Attorney, Contracts with Principals/Suppliers, Trade Licenses and their timely renewal.   Professional profile   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Company/Firm | Country | Designation | | Period | | **Al Meshrakh Timber Trading LLC** | **Dubai, UAE** | **Accountant** | | **Jan 2016 to till date** | | **Rainbow Plastic Industries LLC** | **UAE, UAQ** | **Accountant** | | **Dec2013 to Dec 2015** | | **M.K.Ahmed Super Mart** | **India, Bangalore** | **Accountant cum Hr** | | **Sept 2001 to Oct 2005** | | **Paramount Middle East Trading Company** | **India, Bangalore** | | **India, Bangalore** | **Mar 2006 to Nov 2013** |  |  |  | | --- | --- | |  | **UNIVERSITY** | | S.S.L.C | Bangalore University | | P.U.C | Bangalore University | | B.COM | Bangalore University |   IT/ERP EXPOSURE   * Worked in Tally ERP 9 * Worked in Microsoft Office Tools.   STRENGTHS/GROWTHS/ACHIEVEMENTS   * Ability to work under pressure in fast-paced, time-sensitive, challenging environments. * Strong planning, coordinating and problem solving abilities. * Willingness to interact with and work in a team. * Strong accounting and system knowledge. * Capability and capacity to scrutinize records and supervise others.   Personal details   * Sex : Female * Nationality : Indian * Marital Status : Married * Languages known : English, Hindi, Kannada, Malayalam and Tamil |
|  | other specificationS  interests   * Collecting currencies of different countries. * Photography. |