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| NAME: Syeda  |
| **206949.jpg** | **Mobile No Whatsapp +971504753686 / +919979971283****E-Mail :** **syeda.3796190@2freemail.com** |
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|  | EDUCATIONAL qUALIFICATION: b.COM (bANGALORE UNIVERSITY)aDIITIONAL QUAIFICATION : MBA (persuing)SPECIALISATION : FINANCE AND AccountsUAE 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

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| 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** |

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|   | **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
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|  | other specificationSinterests* Collecting currencies of different countries.
* Photography.

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