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## Haneef

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Dubai: United Arab Emirates

Visa Status: **Visit Visa (Valid till June 15th2018)**

Career Objective

#### Seeking Challengingcareer inFinance& Accounts, Auditing and Taxation in a growth oriented organization.Offering Long Term Opportunities to utilize Knowledge and Skill in Dynamic, Innovative and creative setup and Professional growth in Recognition of Dedication and Superior Performance that provides Opportunities for further Learning and Achieving Professional Excellence.

Professional Experience

**Employer: Cleanco Trading & Contracting W.L.L Doha Qatar (Duration:** Feb 25th**2012**to March 08th**2018)**

**Designation: Accountant**

**Cleanco Trading & Contracting W.L.L** is one of the most established and diverse **Contracting Companies** in the region, offering unified Cleaning & Maintenance services.

**Accounts Responsibilities:**

* Coordinating with the customers regarding their payments, outstandingbalances and statement of accounts
* Prepares bank reconciliation statements
* Maintain the records and follow up on Payable/ Receivable accounts
* Follow up on pending overdue receivable
* Follow up the bank account and clear the bank transactions
* Recording Monthly closing and adjusting entries
* Review and Approve Project suppliers invoices related to Project
* Create and Approve all project related billings to Customer
* Review and Approve time sheet for work related to Project
* Make bank statements and keep track of them till the annual budget is prepared
* Preparing monthly cash flow & yearly consolidated cash flow.
* Preparation of final aging analysis against the trial balance of accounts
* Preparation of credit and debit notes for customers
* Releasing of checks carefully to the suppliers
* Preparing monthly revenue & cost report.
* Ensuring compliance with accounting practices
* Verifying purchase invoice against L.P.O and Quotations
* Reviewing customer ledger and confirm their balances.
* Preparing Daily Bank Deposit, Petty cash, and Bank payment & Receipts Vouchers
* Monitors and reviews the billing process to ensure customer invoices areproperly matched and reconciled.
* Responsible for all the complete checking for receipt and payments.
* Scrutinizing all the ledger accounts and booking provisional entries every month.
* Coordination with Auditors
* Finalization of accounts –Trial Balance, Profit &Loss a/c and Balance sheet.

**Employer: Total Strategic Solutions India Pvt Ltd (Bangalore, India) (Duration: June** 1st**2006** to Feb 20th**2012**)

**Designation: Accountant**

**Total Strategic Solutions India Pvt Ltd inBangalore** with an aim of providing Professional services to Small and Medium Scale Industries and providing Value Added complete outsourced back office accounting, and tax support.

**Responsibilities:**

* Accounting Data Entry of regular transactions.
* Compiling of Clients **VAT** Details, Remittance of Tax and Filing of Monthly Returns with Department.
* Compiling of Clients **Service tax** dues, Remittances of service tax and Filing of Half-yearly returns
* Remittance of employee **Professional taxes** and Filing of Monthly Returns with the Department.
* Remittance of **TDS**, filing of quarterly E-TDS Returns and Issue of Form 16As to deductees.
* Reconciliation of Bank Accounts, Sister concern accounts**, VAT, PT, TDS** Salary and Party Accounts.
* Assessment of **Sales Tax and Professional Tax**.
* Responsible for all the complete checking for receipt and payments.
* Scrutinizing all the ledger accounts and booking provisional entries every month.
* Preparation of monthly expenditure and cash flow report.
* Checking of Bank Reconciliation statement.
* Preparation of **TDS** details to be sent to HO for filling e-TDS returns.
* Maintaining all kind of Ledgers.
* Coordinating with Auditors to get all Books of Account Audited.

Key Achievements

* Maintained systematic books of accounts.
* Implemented organized accounting process.
* Supported management to cost reduction in expenses overheads.
* Suggested and implemented the overtime work and improved productivity.
* Increased sales and retained existing customers by giving special rates and discounts.
* MIS as per management requirement etc...

Technical Skills

* Oracle, QuickBooks, SAP, Tally ERP 9, Peachtree,MS - Word, Excel, Power Point, Outlook, Database-Access.

Personal Details

* Languages Known : English, Hindi,Malayalam, Kannada, Tamil& Beginner in Arabic
* Nationality: Indian
* Marital Status :Married
* Religion :Muslim
* Visa Status : **Visit Visa (Valid till June 15th2018)**

Professional Qualification

* Bachelor Degree in Commerce (**B-Com**)-Bangalore University-India
* Department of Pre-University Education (PUC) in Commerce
* Karnataka Secondary Education Examination Board (SSLC)

**Declaration:**

I hereby declare that the information above is true to the best of my knowledge.

**Place**: Dubai UAE

**Date**:

**HANEEF**