**RESUME**

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**Name: Ahemad**

**Dubai**

**U.A.E.**

**Email :** **ahemad.383475@2freemail.com**

**Career Goal :**

**To grow with the Organization contributing effectively toward the excellence through self- driven motivation, sincerity and hard work and seeking for opportunity in Accounts & Finance with your repute organization.**

**TOTAL EXPERIENCE (10YEARS)**

**Organization:**

**Company : Emirates Trading Agency L.L.C. M&E Division, Dubai, UAE.**

**Position : Assistant. Accountant cum Document controller and Data Entry**

**Duration : 20.06.2007 to 31.12.2017**

**Reporting to : Senior – Finance, HR and Accounts**

**Job Profile:**

**Responsible to book all the invoices in ERP Software “Xpedeon”, “ Orbits”, and process payment in “ SAP” for suppliers (Internal & External) for 5 division running more than 20 Projects.**

**Assignments / Responsibilities:**

* **Processing of Suppliers invoices, booking of Direct and Indirect Expenses.**
* **Checking the certification of supplier’s invoices with respect to LPO, Delivery Note.**
* **Balance Reconciliation with Suppliers and Inter Division Statement.**
* **Preparation of manual cheque payment Suppliers & Sub Contractors.**
* **Erp reports like verification of indent, pending LPO, Vendor wise LPO report.**
* **Maintaining office file records of confidential Information.**
* **All Cheques Entry and reports made for SAP.**
* **Suppliers call attended and meeting.**
* **Performed accounts payable functions for construction expenses.**
* **Managed Vendor accounts, generating weekly on demand cheques.**

**Significant Achievement:**

**Recognized for performance excellence and awarded with a promotion within a short time of joining the Organization.**

**Academic Qualification:**

* **S.S.L.C. PASSED**

**Computer Skills:**

* **Micro Soft word, Excel, Access, Power Point, Outlook Express, Microsoft Windows and Microsoft Office.**
* **Type Writing**
* **SAP – FICO Module**
* **Handling ERP Software – Orbits &Xpedeon**

**Personal Details:**

**Religion : MUSLIM**

**Nationality : INDIAN**

**Marital Status : MARIEED**

**Date of Birth : 25.01.1982**

**Visa Expiry Date : Visit Visa**

**Language Known : Tamil, English, Urdu, Hindi,**

**I solemnly declare that all the details given are true the best of my knowledge,**