**SHEIK**

[sheik-392971@2freemail.com](mailto:sheik-392971@2freemail.com)

**Accounts & Finance Professional**

A progressive strategist and a trusted financial accountant with the record of 14 years of experience including a decade in UAE. A keen planner, dynamic, and results-oriented finance professional with wide-ranging expertise in financial and accounting, strong commercial acumen within general trading, engineering, manufacturing, construction & hospitality sectors. Well rounded skills in financial and managerial accounting practices.

**Areas of Expertise**

|  |  |  |
| --- | --- | --- |
| - Cash & Bank   * Statements of Accounts * Bank Reconciliations | * Accounts Payable/Receivable * Income Statement * Finalization of Accounts | -Tally ERP   * ODOO ERP * Microsoft office |
| * Pay Roll (WPS) * Records Management | * Value Added Tax (VAT) * MIS Reporting |  |

**Professional Experience**

**ROYAL SIGMA General Trading LLC, Dubai Jan 2016 – June 2019 Accountant**

* Day to Day accounting including month end provisioning and books closing activity
* Preparation of monthly VAT Returns data for filing and arranging documents for consultant review
* Generate adhoc report as well as monthly reports
* Validating multi-currency invoices (AED, USD, and EUR)
* Monitoring of receivables including regular follow up with customers on outstanding receivables
* Process credit notes issued to customer and debit notes received for the month
* Circulation of monthly SOA (Aged Debtors) to all customers
* Periodic reconciliation of accounts with customers & suppliers SOA
* Accounting of purchase, debit/credit notes from suppliers including other expenses through software
* Preparation of all cheque (CDC & PDC ) and electronic payments, ensuring all payments are within due dates
* Perform liaison work with banks as required
* Reviews AED, USD, and EUR bank statements to record payments and all transactions not recorded yet but appeared in the monthly bank statements
* Preparing weekly & monthly BRS
* Managing cash payment & petty cash
* Processing monthly payroll (WPS) and end of service benefits
* Assist the management for employee medical insurance & vehicle Insurance
* Preparation of weekly & monthly MIS report
* Preparation of monthly audit data in line with audit requirement & ensure support during internal/statutory audit
* Very organized in proper archival of all accounting documents
* Maintaining confidence file, Assist in ad-hoc duties when required and multi task

## PALM LAND Technical Services LLC, Dubai April 2013 – Jan 2016 Accountant

* Responsible for Intercompany accounts and settlements
* Processing entries such as Journals, purchase, sales, expenses, receipt and payments through Tally software
* Responsible for bank, supplier & customer reconciliation
* Record adjusting and rectification entries
* Generate invoices and credit/debit notes
* Compile monthly aged debtor’s report and other detailed debtor reports
* Consistently follow-up on debt reminders with clients
* Liaise with relevant personnel to assist with collection of outstanding debt
* Preparation of sub-contractor payment based on LPO issued and approved
* Manage & reconciliation of all payroll related activities
* Processing monthly payroll (WPS) and settlement calculation
* Prepare month-end closing of accounts payable, receivable and sales
* Prepare monthly financial statements to the Managing Director
* Prepare and produce monthly MIS report
* Extended full cooperation with auditors for internal & statutory Audit

## AIN GHMOUR Technical Works LLC, Dubai Jan 2011 – March 2013 Accountant

* Responsible for accounting cycle including purchase, sales, expenses, finance & banking
* Perform daily bookkeeping all AR, AP invoicing, payment, receipt, journal entries through accounting software
* Timely deposit of cash, cheque & raising Invoices
* Accounts receivable & payable statement (PDC & CDC) & cheque preparation
* Employee’s payroll, leave salary & settlement calculation
* Perform AR, AP and GL month end posting and closing
* Performing ageing analysis of customers and suppliers
* Liaise with all creditors, suppliers and clients for payments and collections.
* Assists to prepare and produce yearly financial statements, coordinate with audit task
* Filing and records maintain, Maintenance of confidential files, other accounting duties and multi task as assigned.
* Prepare enquires, quotation, LPO, contract agreement and other official confidential letters
* Perform periodical reconciliations such as Bank Accounts reconciliations, Supplier Accounts reconciliation, Cash Accounts reconciliations and Customer Accounts reconciliations

## BLUESTAR Electro Mechanical Works LLC, Dubai Jun 2007 – Feb 2010 Accountant

* Profitability reports on monthly basis. Finalization of annual accounts
* Follow-up on collection of accounts receivables and for payment to suppliers and sub-contractors
* Profit and loss statements and monthly closing
* Employee’s payroll, leave salary & settlement calculation
* Raising Invoices
* Prepare enquires, quotation, LPO, Other official confidential letters, etc
* Coordinate with PRO for visit and employees visa processing
* Recording the routine financial transactions like petty cash voucher, payment voucher, receipt voucher, purchase voucher, sales voucher and journal voucher in the system

# Additional Experience

## Five Star Engineering Industries, India June 2003 – April 2007 Accountant

**Education**

* Master Degree in Commerce (M.Com), from Bharathidasan university, India
* Bachelor Degree in Business Administration (B.B.A), from Bharathidasan university, India
* Information Technology and Computing & Accounting - from Chapter Institute, Trichy, India

# Additional Information

* + Languages/Spoken: English & Tamil.
  + Marital Status: Married
  + Nationality: Indian
  + Visa Status: Employment (Transfer/NOC)
  + D.O.B: 21st April’1981
  + Driving License: Yes, UAE