**RESUME**

**Ameer**

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Dubai, UAE



**Objective:**

To pursue a career in **Accounts** in a challenging work environment with responsibilities for upgrading, developing and implementing creative ideas and enhancing my skills with highest quality standard and gaining valuable experience exploiting professional and personal skills while being resourceful, innovative and flexible.



**SUMMARY**

* **7 years** well experienced individual in accounting field
* Highly experienced & skilled in using ERP and Oracle Applications
* In Knowledge of **VAT filing and Returns**
* Expertise in handling Accounts & Finance activities encompassing **Inter Company Reconciliation, Balance**

**Confirmation, A/R, A/P, Bank Reconciliation**

* Excellent negotiation, interpersonal and communication skills with proven ability to communicate complex issues clearly and concisely.
* Methodical and practical approach with **good analytical** skills.
* Highly reliable and responsible pertaining to the matters of work.



**ACADEMICS**

MBA Specialization in Finance 2010-2012

Passed in first class with 75%

Jamal Mohamed College, Trichy, India

B.Com Bachelor of Commerce 2007-2010

Passed in First class with 71%

New College, Chennai, India



**ACCOUNTING SOFTWARES & COMPUTER SOFTWARES**

* VISAAC ERP
* Tally ERP Tally 9.0,
* Microsoft Office (Excel & Word), Windows & Internet Applications

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|  |  |  | **CORE COMPETENCIES** |
|  |  |  |  |  |
|  |  | Balance Confirmation |  | A/P Management |
|  |  | A/R Management |  | Bank Reconciliation |
|  |  | Credit Control Management |  | Inter Company Analysis |
|  |  | Account Reconciliation |  Debit Note / Credit Note |

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|  |  |  |  | **ORGANIZATIONAL EXPERIENCE** |
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|  |  |  |  | **Group of Company in UAE** |  |
|  | **Designation: General Accountant** | **Duration: 6 years (Dec 2012 –Dec 2018)** |
|  | **Key Responsibilities** |  |  |
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|  | **Reporting and (VAT Filing)** |  |  |  |

* **Reconcile all bank** on monthly basis submit to Accounts Manager
* **Monitor Issuance of Tax invoices and Tax credit memos** within the time frame as per **VAT Law**
* **Filing of Tax invoices and Tax credit memos** on monthly basis
* **Reconciliation of Tax invoices with VAT register**
* Monthly Assisting the Accounts Manager for **MIS** report preparation
* Assisting the Accounts Manager for **Finalize Trial Balance with supporting schedules**

**Accounts Receivables (AR)**

* Daily Verify Cheque/Cash Collection entries and **invoice adjustment**
* Ensure deposit of cheques on the value date in the bank by scanning the cheques in the online bank portal
* **Monitoring warehouse invoicing team through ERP from head office**
* Supervise **Van sales collection, credit limit and Stock**
* Issuing **TAX Credit Note** to Dealers for **Price Protection, Promotion & Rebate**
* Prepare Projected & Actual Cash Flow Statements
* **Continuous follow** up with customer to receive the payment as per **agreed credit period**
* Monthly Prepare debtors ageing reports for monitor and control Exceed credit period, if any discrepancies **conduct Meeting with sales Executive’s** to solve the issues
* Monthly Reconcile Debtors ledger and **balance Confirmation to maintain record properly**
* Monthly Prepare Debtors **SOA** for Collection

**Accounts Payable (AP)**

* Prepare and process **cheque, TT& TR** payment
* Monitor account details to ensure payments are up to date
* Preparation of Monthly **payroll (WPS), New account Opening, card activation, Transfering account**
* Monthly Creditors **Ledger reconcile** and **Balance Confirmation for Making Payment**
* Create Supplier account with proper documents as per Company policies
* Maintain record of Supplier agreement and agreed period through Excel for Renewal/Updation
* Verify Invoices for any duplication discrepancies at the time of payment
* **Track expenses and process expense reports with** all documents submit to Accounts Manager

**Inter Company Accounting (Retail Showrooms)**

* Verifying and monitoring **Point of sale(POS)** for all outlets
* Reconciling daily cash collection and credit card collection with **VAT** as per **outlet/ Cost centre wise**
* Reconciling on monthly basis with **Intercompany** balance
* **Inter Company Purchase & Sales Reconciliation**
* Posting of **credit card** entries bank charges & CC income as per bank confirmation through **merchant** **summary advice**
* **Posting of credit card amount return to customer as per bank confirmation through merchant summary advice**
* Verifying Showroom **PO costing and forward to Purchase department**

**INTERNATIONAL BUSINESS MACHINES CORPORATION (IBM)**

**Designation: Senior Accountant - A/P** **Duration: (Jan 2019 – Sep 2019)**

**Key Responsibilities:**

* Prepare Cheque for payment
* Reconcile processed work by verifying Journal entries, A/P, GL and comparing system reports to balances
* Verify Supplier account creation and authorize any modification or updating required can be made
* Prepare Monthly Supplier ageing reports
* Verify Monthly supplier Reconciled Statement for payment and without discrepancies
* Reconcile Verified Supplier Invoices for payment as per agreed period
* Prepare monthly department expenses analysis chart for management
* Maintain accounting ledgers by verifying and posting account transactions
* Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries
* Maintain Supplier agreement and keeping records by summarized/updated data in Excel
* Controlling and monitoring team for maintain system reports properly



**PERSONAL SKILLS**

* Team Work
* Can-Do Attitude
* Leadership
* Analytical
* Good Communicator

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|  |  |  |  | **PERSONAL DETAILS** |
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|  | Marital status | : | Married |
|  | Visa Status | : | Visit Visa (25/01/2020) |
|  | Nationality | : | Indian |
|  | Religion | : | Islam |
|  | Date of Birth | : | 24-11-1988 |
|  | Languages Known | : | English, Hindi, Malayalam & Tamil |
|  | Availability | : | Immediately Join |



**REFERENCES**

**Available Upon Request**



**DECLARATION**

I, **Ameer**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.