

MANSOOR

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| **OBJECTIVE** | : To maximize my potential in order to achieve goals and objectives set |
|  | by organization, and grow with it. |

**STRENGTHS**:

Possess UAE 15+years of experience in the field of accounts.

Sound knowledge about finalization of accounts, Audit Preparation, Bank Reconciliation, Financial Reporting, Cash Flow Analysis,

Payable, Receivables, Gold Jewelry Accounting, Budgeting & VAT.

Expert in Excel ( **Pivot Table,Macro,Vlookup,Name Define**

**&**

**Excel formulas** )

Accounting Software ( **Tally.Erp, Visual Ace Gold & Suntech**

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**WORK EXPERIENCE**: **IN UAE**

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|  |  |
| **(Feb 2019 - Jan 2020)** |  |  |  |

**Senior Accountant**

**Responsibilities & Scope of Work**

Verify, allocate, post and reconcile accounts payable and receivable. Produce error-free accounting reports and present their results.

Analyze financial information and summarize financial status Manage accounting assistants and bookkeepers

Plan, assign and review staff’s work

Support month-end and year-end close process

Develop and document business processes and accounting policies to maintain and strengthen internal controls

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**A.Q.C WATCHES TRD LLC (April 2017 to Jul 2018)**

**Accountant**

 **Responsibilities & Scope of Work:**

 Prepare outlets wise monthly sales reports.

 Prepare monthly stock performance report brand wise.

 Assisting the accounts manager when preparing statutory accounts

Daily prepare customer due invoice report

Follow up customer for due invoices payment Weekly reconcile outlets accounts statement. Follow up bank for customer payment.

Prepare supplier outstanding invoices report

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**SAMRA JEWELLERY GROUP OF COMPANY** **(Jun 2012** **- Mar 2017)**

**Accountant**

**Responsibilities & Scope of Work:**

Prepare monthly management accounts

Prepare sales analysis report daily/monthly basis. Prepare Stock analysis report gold jewellery

Prepare (Gold & Currency) MIS report monthly (P&L and Balance Sheet ). Assisting the Financial controller when preparing statutory accounts

Assisting year-end group consolidation account Prepare gold transfer letter for Italian supplier. Reconcile Supplier gold account every week.

Intercompany transactions

Review daily bank reconciliations Review weekly suppliers’ payment

Weekly loan & bank bill reconciliation Assist in monthly cash flow reporting

Monthly inter-company loan reconciliation and suspense accounts clearing.

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**Alif Investment LLC, Dubai** **(July-2010 -** **Jun-2012)**

**Accountant**

**Responsibilities & Scope of Work:**

Review monthly reconciliations of various general ledger and deposit accounts. Prepare various monthly, quarterly, and annual financial reports.

Monitoring timely recovery and payment of debtors and creditors. Controlling timely release of deposits and loans.

Assist in meetings to prepare and circulate the agenda and minutes of the proceedings.

Prepare monthly basis financial statement such like P&L, Balance sheet and cash flow statement.

Prepare monthly budget and plan.

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**Beams Trading LLC, Dubai** **(July-2003 -** **May-2009)**

**Accountant**

**Responsibilities & Scope of Work:**

Review monthly reconciliations of various general ledger and deposit accounts. Prepare various monthly, quarterly, and annual financial reports.

Monitoring timely recovery and payment of debtors and creditors. Controlling timely release of deposits and loans.

Prepare various financial reports as needed by management and auditors. Assist in following up on recommendations made by auditors.

Assist in meetings toprepare and circulate the agenda and minutes of the proceedings.

Prepare financial statement such like P&L,Balance sheet and cash flow statement. Assist in preparing budget and plan.

Assist with operational audits, special projects and other unscheduled tasks as needed.

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**EDUCATION:**

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|  |  | Bachelors in Commerce (B.Com) in 1998 from Barkatullah |
|  |  | University, Bhopal, India . |
| **OTHER DETAILS:** |  |
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| LANGUAGES KNOWN: | English, Arabic, Hindi, Urdu. |
| COMPUTER KNOWN: | MS Office (Word/Excel/Access/Power Point) and Programming |
|  |  | Languages like Visual Basic, Oracle and SQL Server. |
| A/C. SOFTWARE | Accounting Software **TALLY** (4.5, 5.4, 6.5, 7.2 & 9.ERP,) |
|  |  | Jewellery line software like Suntech ( VB base), Visual Ace |
|  |  | Gold( Fox Pro based) |
| MARITAL STATUS: | Married |
| DATE OF BIRTH | 02-Jun-1976 |
| VISA STATUS: | Employment Visa ( On Notice Period ) |

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I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

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