**CURRICULUM VITAE**

**SHAIK**

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ACCA finalist

**Career objective:**

Dynamic and enthusiastic, young dedicated individual possessing **eleven years accounting experience in UAE**, seeking a position in the field of accounts, finance or audit profession, by adding value to the organization through efficiency, effectiveness, analytical and problem solving skills. Willing to accept higher levels of responsibilities and having desire to work for an organization which give rewards for hard work and offer long term career progression.

**Professional skills and competencies:**

* + - * Excellent Communication and Presentation Skills
      * Good team player
      * Ability to interpret financial and non-financial data.
      * Organized and well structure at work
      * Professional behavior
      * Ready to work in any environment
      * Independent and self-motivated.
      * Committed to Deadlines and Schedules
      * Honest, Sincere and Hard worker with good leadership quality.

**Work experience:**

**2008 – Present: Accountant**, Dubai, UAE

Dubai Electricity and Water Authority (DEWA)*.*

***Role and Responsibilities:***

* Working as a core team member of billing and invoicing validation section in billing department.
* Assisting in preparing billing department budgets.
* Participating in department’s system enhancement, risk assessment and other development projects.
* Reviewing and updating consumer billing & invoicing procedures as per policies.
* Preparing, distributing and monitoring monthly action plan for billing and invoicing consumer accounts.
* Ensuring accurate billing of consumer accounts.
* Processing, monitoring and controlling daily billing and invoicing job.
* Checking and approving reversals of incorrect invoices.
* Ensuring adherence to internal controls and monitoring the compliance of DEWA policies.
  + - Verifying meter reading validation for billing correct consumption.
    - Verifying high, low and zero values consumer invoicing.
    - Checking and verifying debit and credit adjustments before posting to consumer accounts.
    - Resolving consumers queries and invoice discrepancies
    - Preparing, interpreting and giving presentation on billing and invoicing performance reports.
    - Attending weekly and monthly departmental meetings.
    - Preparing replying memorandums for quires and justifications required by internal audit department.
    - Assisting in annual audit processes, including gathering supporting audit evidence and responding to auditors queries.
    - Ensuring Billing and invoicing of all residential, commercial and industrial consumers accounts before monthly GL closing.
    - Coordinating with IT department and preparing “**business requirement documents”** for updating and enhancing SAP billing system.
    - Performing UAT in SAP system for changes implemented are correctly functioning.

***Monthly reporting :***

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| --- | --- |
|  | * Pending unbilled and un-invoiced consumer accounts. * High, low, zero, faulty meter changed and unauthorized consumptions billings * Staff performance report. * Monthly KPI reports. * Reporting to senior manager. |

**Key Achievements in DEWA:**

* Involved in the implementation of bill collection management system in SAP.
* Evaluated, tested and developed **amount based** validation, from meter reading based validation to maintain the accuracy of invoicing.
* Involved in the implementation of green bills ( paperless invoices)
* Involved in the implementation GRC controls at system users level as part of enterprise risk management system.
* Completed e-course in “environment and sustainability.

**Work experience:**

**Aug-2005 to Oct 2008: Assistant accountant**. Ajman UAE

Excel Industrial Co LLC

***Job Description:***

* Preparing cash and cheque payment vouchers
* Preparing leave and final settlements of factory workers
* Bank reconciliation, posting and balancing
* Preparing statement of provisions for expenses
* Preparing statement of prepaid expenses
* Preparing statement for all payable accounts
* Preparing Payroll for ( 900 factory workers).
* Preparing statement of fuel, Telephone and electricity expenses
* Maintaining and handling petty cash
* Preparing monthly nominal ledgers schedules
* Passing monthly journal entries & allocating monthly overheads to respective divisions.
* Assisting in the half yearly & annually Stock checking of finished goods, WIP & consumables
* Assisting in inventory reconciliation.

# *Accounts Payable experience:*

* Preparing monthly creditors reports with ageing analysis.
* Interacting with suppliers for outstanding balance confirmations for payments.
* Reconciliation of monthly purchase orders for booking payables

# *Accounts Receivable experience:*

* Preparing Invoices & delivery notes
* Preparing monthly debtors reports with ageing analysis
* Sending monthly outstanding balance statements to customers and following up for payments.

## MIS Reports:

* + - Preparing monthly production report
    - Preparing divisions wise salaries report for cost allocation
    - Preparing monthly salary summary reports by analyzing and interpreting on overtime payment by comparing with production.
    - Preparing monthly comparison report for major expenses
    - Preparing monthly maintenance cost report of company’s machinery & Vehicles.

**Education:**

* **Advance Diploma in accounting and Business** ( from ACCA ) in January 2015
* Presently Pursuing **ACCA** (Association of Chartered certified Accountants) one professional paper ( P6 Advance taxation UK ) is remained to clear.
* **B.com** (Bachelor **of commerce**) first division from Osmania University Hyderabad (India) in May-2002.

**Computer Skills**

* Proficiency in computer operating systems windows and MS Office applications word, PowerPoint, outlook.
* Advance working knowledge of MS Excel ( such as pivot tables, vlookups, and designing of data which are useful for analytical reviews.
* working knowledge of **SAP ISU billing and CRM module.** As end user.