

 HUNED

HUNED.144784@2freemail.com

**Objective** : To become part of a dynamic, growing and ethical organization and making it to the top through professional competence. Where I can utilize my experience and knowledge of accounting, finance and management with maximum potential

**STRENGTHS**

* **Qualified-Experienced Professional**
* **Ability to work well in a high volume production environment**
* **Computer Proficient Professional**
* **Self Motivated, detail oriented with good organizational skills**
* **Dynamic Personality-Team Player**

**M/s. Mammut Industries FZE, Dubai (UAE)**

 Since 2007 to 2010 as a General Accountant

In 2007 joined **M/S. Mammut Industries FZE,** Dubai (UAE) is a subsidiary of Mammut Construction Group engaged in manufacturing and trading all kind of Trailer & Portacabin throughout GCC and MENA region, with its main unit in Iran.

**Job Profile**

* Accounting for and regular updating of the Receivable & Payables accounts of the company.
* Overseen the Bank transactions on daily basis & keeping the keen eyes of every transactions of bank
* Discounting in each banks and report of Post Dated cheques issued to the suppliers.
* Liaising with banks, related to our account activities and make reconciliation.
* Coordinate with Purchase Division and Store regarding matters related with local and foreign purchases.
* Preparing Bank Transfer letters for outwards suppliers, preparing cheques for local

Suppliers and reconcile the payment with suppliers.

* Preparing the Bank Payment Vouchers, Cash Payment Vouchers and Bank Journal

Vouchers, Purchase Vouchers.

* Reconciliation of the Banks on monthly Basis.
* Reconciliation of the statement of Related Parties on monthly Basis.
* Reconciliation of the monthly statement provided by the various Suppliers.
* Maintaining Petty Cash expenses.

**M/s. Goodwill Insurance Brokers LLC, Dubai (UAE)**

 Since 2005 to 2007 as a General Accountant

 In 2005 joined **M/S. Goodwill Insurance Brokers LLC,** Dubai (UAE) engaged in Insurance Business. Group is engage in providing both General Insurance & Life Insurance. Mainly with Insurance Companies like Oman Insurance Company, Arab Orient Insurance Company, Royal & Sun alliance, National General Insurance, Zurich, Hansard, Friends Provident etc.

**Job Profile**

* Accounting for and regular updating of the Receivables and the Payables accounts of

 the company.

* Overseen the Bank transactions on daily basis & keeping the keen eyes of every

 transactions of bank

* Preparing daily bank position and review the limits of Bank overdraft , Limit of Cheque

 discounting in each banks and report of Post Dated cheques issued to the suppliers.

* Preparing Bank Transfer letters for outwards suppliers, preparing cheques for local

 Suppliers and reconcile the payment with suppliers.

* Preparing the Bank Payment Vouchers, Bank Receipt Vouchers and Bank Journal

 Vouchers.

* Preparing Debit Note & Credit Note for Client.
* Reconciliation of the Banks on monthly Basis.
* Reconciliation of the monthly statement provided by the various Insurance Companies.
* Preparation of Agents commission & Staff Salaries.
* Preparing the statement of every individual Salespersons and provide the daily sales

 report to General Manager.

**M/S. HINDUSTAN STEEL TRADERS, INDIA (UJJAIN)**

Since 2003 to 2005 as a General Accountant

 In 2003 joined **M/S Hindustan Steel Traders, Ujjain** engaged in the dealing of iron & steels (TATA TOR STEEL, & RATHI TOR STEEL, GALVANISED SHEET), Cements (BIRLA PLUS, ULTRATECH), Ac Sheets (RAMCO.) and also dealing in building materials & sanitary wares.

**Job Profile**

* Accounting for and regular updating of the Receivables and the Payables accounts of the company.
* Overseen the Bank transactions on daily basis & keeping the keen eyes of every transactions of bank updating the records preparing the Bank Payment Vouchers, Bank Receipt Vouchers, Bank Journal Vouchers.
* Reconciliation of the Banks on Weekly Basis.
* Along with the above activities, I was involved in almost all other accounting activities such as.
* Preparing Vouchers and Keeping of the same.
* Preparing Management Reports for analysis of various activities.
* Preparation of Workers & Staff Salaries.
* Inventory Reconciliation on daily Basis.
	+ - * Preparing the funds flow statement of all the income inflows & expenses outflows.
			* Preparing the Delivery Orders & Invoices of every individual Salespersons and

 provide the daily sales report to General Manager of every salesperson.

**M/S. GULAM HUSSAIN FIDA HUSSAIN, INDIA (UJJAIN)**

Since 2002 to 2003 as a Accountant

Group was engaged in dealing Fast Moving Consumer Goods, Goods used in day-to-day life, Cosmetics, etc.

**Job Profile**

* Maintenance and Recording of routine transactions on a day-to-day basis.
* Routine accounting activities on day-to-day basis i.e, accounting entries related with Bank, Cash, Receivables and Creditors and Depositing Cash or Cheque in the Bank.
* Preparing the Delivery Order, Sales Invoices, Local Goods Received Note.
* Updating The Records of Customers & Creditors. Reconciliation of customers & vendors records as per the statement & giving the statements for further follow-up of the payments.
* Preparing the funds flow statement, preparing the profit & loss account, balance sheet of the company.
* Generation of reports related to the financial statements with special reference to Receivables, Payables and Expenses.
* Maintenance of inventory regarding to the business on a day-to-day basis.

|  |
| --- |
| EDUCATION |
|  |
| **Bachelor of Commerce (B.COM)** Vikram University India (M.P) – 1999**ADDITIONAL QUALIFICATION**Diploma in computer package D.T.P. (Pagemaker, Corel Draw, Paint Brush & M.S. Office. COMPUTER* MS Office (Word, Excel & PowerPoint), Internet and E-mail , MS Outlook
* Tally 6.0 Ver., Tally 7.2 Ver., Tally 9.0 Ver.,Premium (Insurance Brokers Accounting Software)
* ERP Alpha
 |  |
| **LANGUAGE**English, Hindi, Gujarati & Urdu**PERSONAL**Indian National Born 28th Oct 1978 Single **REFERENCE**Furnished promptly upon request with supporting documents. |