Resume

**Tousif (M.B.A Finance)**

**Email:** [**tousif.163446@2freemail.com**](mailto:tousif.163446@2freemail.com)

**Visa Status: Employment visa (transferable)**

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| **Objective:**  Seeking a challenging position in an eminent and progressive organization, which would enable me to utilize my professional accounting expertise to its optimum, levels desire to contribute effectively towards organizational goals where my experience, professionalism and human relation qualities will be an incontestable asset, in-turn helping me to achieve personal and professional growth. | |
| **Qualifications:**   * **M.B.A (**Finance) – From Periyar University in 2008, Tamilnadu, India. * **B.Com**– From Sri Venkatewara University in 2005, AP, India | |
| **Total Work Experience in Finance department: 8 years and 9 months**   |  |  |  |  | | --- | --- | --- | --- | | **Name of the Company** | **Position** | **Industry Type** | **Duration** | | **Westcon Middle East FZE** | **Credit Controller** | **IT Products Distributor** | **Jan-2018 to till date** | | **AL Khoory Group of Companies (U.A.E)** | **Internal Auditor** | **Trading, Hotels, Real Estate and Constructions** | **May-2016 to Jan-2018 (2 Yrs)** | | **Advanced Baking Concepts L.L.C. (U.A.E)** | **Accounts Receivable Accountant** | **FMCG** | **Mar-2011 to May-2015 (4 Yrs)** | | **Avanti Business Machines LTD** | **AccountsReceivable Assistant** | **Manufacturing** | **Jan-2009 to Feb-2011 (2 Yrs)** | | |
| **Accounting Software Knowledge**   * SAP ERP * Oracle ERP 3i InfoTech * Global bake ERP (JD Edwards) * Tally 9.0 ERP, Focus5.0   **Passport Details**  Date of Issue :22-Jan-2009  Date of Expire: 21-Jan-2019 | **Personal Details**  D.O.B : 10-June-1985  Place of Birth : Hyderabad  Nationality : India  Marital Status : Married  Religion : Islam  Languages : English, Hindi, Urdu, Telugu &Tamil.  Joining : Immediately |
| Place of Issue : Hyderabad |  |
| Country Of Issue : India |  |
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**Work Experience**

1. **Designation :** Credit Controller ( From Jan 2018 to Till date)

**Company :** Westcon Middle East, Jebel Ali, Dubai.

**Reporting to :** Credit Manager

**Type Organization:** Leading IT Distributor in MENA & Europe

**Job Responsibilities:**

* Payment follow up with UAE, KSA clients via Emails, phone calls, and coordinating with sales.
* Perform Account Reconciliation as per company guidelines.
* Handling customer queries related to credit, payments, Issues & order process.
* Leading and closely monitoring receivable, which includes PDC & Open Customers.
* Supporting Order processing team to release the orders.
* Preparation of Letter of Credit (LC),opening bank guarantees and recording the bank charges.
* Achieving the assigned collection targets on monthly basis.
* Follow up with export customers for payment swift copies, PO to process the shipment.
* Posting receipts to the customer accounts and doing allocations with supporting payment advice.
* Maintaining accurate and up-to-date customer details and account records.
* Preparing analysis of bad debts and submit to credit control manager for further course of action.
* Building relationships with clients and reinstating the account receivables.
* Responsible for reconciliation of all accounts receivable general ledger accounts for closing.

1. **Designation :** Internal Auditor (From May 2016 – Jan 2018)

**Company :** Al Khoory Group of Companies

**Reporting to :** Group Internal Audit Manager

**Type of Company :** Real Estate, General Trading, Construction and Hospitality

**Job Responsibilities:**

* Validating the purchase orders before processing the approvals.
* Conducting monthly,half-yearly and annual physical stock verification in branches and warehouses, stock adjustments and controlling Inventory.
* Preparation of Aging analysis of customers & reporting the same to the management and control the debtors of the organization.
* Conducting the Audit of revenue, receivables, purchases, payable, payroll, and expenditures of the company and responsible for submitting report to the management.
* Preparing the projects reports of sites to ensure compliance.
* Analyzing and checking the project contracts including supplier’s payments.
* Assisting the line manager in preparing the budgets reports.
* Verification of Credit approvals and credit limit of the customers.
* Preparing LC drafts.

1. **Designation :** Accounts Receivable Accountant (From Mar 2011 to Mar 2015) 4Yrs.

**Company :** Advanced Baking Concept LLC.

**Reporting to :** Finance Manager

**Industry** : Food Production (FMCG)

**Job Responsibilities: -**

* Monitor and administer over 1500 customer accounts (local & exports).
* Preparing cash flow of A.R, requesting customers for balance confirmation.
* On daily basis receiving Cheques from customers and the depositing in the bank.
* On daily basis posting receipts to customer accounts and doing allocations with supporting payment advice.
* On daily basis receiving sales invoices from logistic department, checking proof of delivery and preparing sales report.
* Achieving the assigned company collection targets on a monthly basis.
* Preparing and reviewing the debtors ageing report on a daily basis and proper follow up with customers for collections via phone calls, emails, personal visit to collect customers outstanding and coordinating with sales team.
* Follow up with export customers for payment swift copies, purchase order to process the shipment.
* Preparing rebates to customers as per agreements on monthly basis and are posted in the system and rising credit notes.
* Sending statements to customers, requesting for SOA from customers and reconcile statements on a monthly basis.
* Ensuring regular reconciliation of customer accounts, updating total unpaid customers.
* Analyze all overdue accounts and determine necessary action.
* Review of contracts/agreements with customers and sales team and open customer new credit account in the system.
* Review on a daily basis all GRN prepares by the warehouse accountant and raising proper Credit Note & Debit Notes in the system against Customer and suppliers.
* Coordinating with other departments i.e. Logistics, sales, marketing, warehouse team etc.
* Checking the accuracy of Bank Reconciliation Statement and resolving any difference in a timely manner.
* Preparing all documents for monthly credit meetings and unresolved issues with overdue customer accounts.
* Reconcile vendors’ accounts and processing payment as per agreed terms, process invoices and post information to accounting ledgers.

1. **Designation :** Accounts Receivable Assistant (From Jan 2009 to Feb 2011) 2 Yrs.

**Company :** Avanti Business Machines Ltd

**Reporting to :** Accounts Manager

**Industry :** Machines Manufacture

**Job Responsibilities: -**

* Verification and posting of sales, purchase invoices and ensuring general ledger entries are accurate and are in line with company procedures and filing the same for future references.
* Keeping a complete track of cash and bank receipts, payments, and refunds.
* Preparation and maintenance of petty cash book, outstanding statement of customers and suppliers.
* Processing payroll, salary advances, salary deductions, final settlements of the staffs based on the consolidated data received from the respective departments.
* Generation of monthly accounting reports and submitting the same to the Accounts Manager.