­­MUJAHED

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Dubai, UAE

## **EDUCATIONAL QUALIFICATIONS: -**

#### B.Com from Osmania University.

##### **CAREER HIGHLIGHTS: -**

**Working as Accountant in Mammut Construction Group FZCO since**

**November 2007 till date.W**

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**Job Profile**

* Keeping all track of Suppliers accounts, Preparation of cheques, Bank payment voucher, entry in the system.
* Arrangement of funds for the smooth operations of the project
* Preparation of Budgets Revisions & Forecast Cash flow in hand.
* Monitoring of cost against budget & issuing variance reports with justification
* Review & reporting of monthly project financial / analytical report of all project in hand.
* Preparing of Salary Statement
* Maintenance of proper record for imprest cash and advance to staffs
* Handled all activities in accounts payable and receivable
* Preparing daily financial and fund position.
* Reconciliation Clients & Suppliers Account & Bank Reconciliation
* Maintain Inter company account

# Maintain Import and export LC

# To coordinate with banker daily for bank status

# To Handle Bank Guarantee and Invoice discounting

* Development of Internal Control system to control the project costs

# To Maintain all Inward and outward transfers

* Book keeping of invoices & other accounting documents etc.
* Preparing Depreciation Schedule

**Liaison with the banks regarding the following issues**:-

Repayment of Loan & their interest expense, Renewal of Credit facilities, Settlement of Trust receipts.

**Working on ERP Package oracle 11i**

Bank reconciliation Statement, Reconcile loan payments & interest income and expenses

Verified Trust receipts entries and its settlement

**Liaison with the Suppliers**

a) Negotiation with suppliers (more than 300) regarding issue of PDC’s and CDC’s

b) Open LCs & LGs and verified related documentation

c) Maintain the LC and LG movement & status lists up-to-date at all times

**Worked as accountant in Pioneer Smith LLC in Jadaaf Govt Of Dubai From January 2006 to October 2007**

**Job Profile**

* Maintaining Books of Accounts. Preparing Reports of Day - to - Day Transactions & Report to the Director
* Preparing Employees Salary Statement, Keeping Records of Loans & Advances by Staff & Worker.
* Maintaining Muster Rolls & Personal Files of all the Staff
* Prepare Reports of Workers on Site Expenses and Daily Allowances,
* Maintain Weekly Attendance Record & Annual Vacation Records of Employees,

**Worked as Accountant in Ghanysham Das Gems & Jewel in Hyderabad AP.From Jan 2005 to Nov 2006**

**Job Profile**

* Making entries in Purchase and Sales register, Cash Book, Bank Book etc.
* Ledger Books analysis, Salary Register, Journal Register,
* Analysing ledger accounts & Trial Balance,
* Preparation of Bank reports on a daily basis,
* Bank Reconciliation Statement on a monthly basis,
* Handling Import and Export Transaction

###### **Worked as Accountant & Purchase Incharge in Home Needs Super Market In Hyderabad AP From Mar 2003 to Dec 2004**

**Job Profile**

* Preparing Reports of day - to - day transactions & report to the Management
* Preparing Employees Salary Statement
* Maintain Inventory Control
* Maintain daily sales & purchase transaction
* Handle all products to international Bar-cording
* Securing customer loyalty and forging strong relationship with distributors
* Making business strategies to find out way to gather more business
* Adept at driving growth of market And improving sales performance through offers & schemes
* Preparing the monthly Sales & purchase & stock reports

**Worked as Account Assistant In Mantha Chartered Account From Apr 2001 to Jan 2003**

**Job Profile**

* Maintain balances of purchase & sales register of companies
* Maintain all Type of transaction of companies
* Maintain daily cash or bank transaction

**I.T. SKILLS:**

Operating Systems : Microsoft windows 95/98/2000/XP,

Applications : MS- Office & Outlook

Accounting Software: : Oracle 11 I, Tally 4.5, 5.4 to 9.0, ALPHA ERP,

Peach Tree, Focus, Wings

**Personal Details:**

Age : 31Year

Gender : Male

Religion : Islam

Marital Status : Married

Languages Known : English, Hindi & Urdu

**Visa Status : Employment Visa (Free Zone)**

**With Regards**