 CURRICULUM VITAE

NAUSHAD

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**PROFESSIONAL EXPERIENCE:-**

**Having Experience of 3 years in UAE & 2years in India-Nagpur of General Accountanting.**

**Company: VIVA TEXTORIUM LLC**

Duration: 2012 to till date Viva Group.

Designation : General Accountant

Operating System : SQL/ Tally ERP9/ Wings Accounting

***Company Description:***

The VIVA Group is one of the largest and most diversified business houses in the United Arab Emirates since 1970. The Viva international Group was set up as a textiles trading company when it was established. The company had incorporated a brand called the Harry Collection and has become one of the market leaders in the Textile Industry in Middle East and boasted office around the world namely South America, China, India, Eastern Europe and Europe. Since its inception it has been catering to the ever growing demands of the clothing, Textiles and Fashion Industry. Its main interests straddle Textiles wholsale, Entertainment, Mobile & Accessaries, Retail & supermarkets,

**Inter Companies*:***

Singlehandedly for Inter companies of VIVA Group. (Viva UAE – Viva Textorium llc, Viva entertainment fze, Viva star general trading mobile-division, Viva supermarkets, Branches as Viva Kuwait, Viva Russia, Viva India.

Career Objective

“To be an expert in **General Accounting,** by utilizing the skills and knowledge, to help the organization achieve its goals & simultaneously accomplish career growth in the field of accounting and finance.

JOB RESPONSIBILITES:-

Presently working with M/s Viva International Fze,Dubai ***as a ‘Accounts Executive’* (Textiles & Mobile - accessaries - Import & Export)**

* Reporting to Head of Department (Finance & Accounts)
* Assisting in Finalization of Accounts and Preparation of Profit & Loss Account & Balance Sheet on monthly basis.
* Reconcile of Books, Banks, Customers, Suppliers on monthly basis and trying to cleared all open entries in reconciliation statement at earliest
* Prepare debtors analysis report with ageing wise for collection of outstanding bills.
* Prepare payments of Suppliers, Salary of all Employees (SIF & Cash), with their ADV/LOAN & etc deductions.
* Calculate Leave Salary & Gratuity of all Employees and maintain record for Provision & Settlements.
* Calculate depreciation on monthly basis (Land & Building Vehicles, Furniture & Fixture & Office Equipments etc.)
* Calculation expenses prepayments on monthly basis (Insurance, Trade License, Sponsorship Fess, Rent, Repairs & Maintenance, and Communication etc.)
* Checking of debtors limit not to extend within its limit and following up for its payment.
* Preparing all ledger accounts on timely manner.
* Preparing weekly and monthly sales report and same reporting to Accounts & Finance head.
* Div wise (Sales, Sales Return, cost of sales, purchase ) with 1 year old stock
* All div closing stock report with indent No. (design no.) wise and Ageing

2010– 2012 (2yrs exp) ***Supervisor Accounts to M* /s Metlok Pvt. Ltd. Kalmeshwar, Nagpur (M.S.) INDIA from July-10 to Sep-12 at Kalmeshwar Factory.**

* Reporting to Sr. Executive Accounts & Manager & my responsibilities include
* Responsible for cash budgeting, preparing chq. Entries of Bank payments & receipts, cash payments & receipts, purchases & journal entered in accounting software & reconcile bank statements.
* Responsible for preparation & analysis of VAT report, Central Sales Tax reports & Services availing.
* Reconciliation of Books, banks, customers, suppliers on monthly basis and trying to cleared all open entries in reconciliation statement at earliest
* Maintaining RG 1 Stock register, RG 23 A part II account & PLA register.
* Maintaining monthly books of accounts (Purchase Book, Sales Book, Bank Books, Journal Book, and Cash Book & Others.)
* Prepare A.R.E.1 for export invoice and Annexure 25 agst CT-3 form
* Co-ordination with other dept. like administration, stores, R & D Dept.
* Prepare debtors analysis with ageing wise for collection of outstanding bills.
* Responsible for preparation & analysis of revenue figures and sent to Central excise dept. of every month end
* Follow up and arrange the bill copy before due date(telephone,electricity,water etc)

Education

2005: Bachelor of Commerce: Nagpur University, Maharashtra- India.

2002: HSSC Board of Pune, Maharashtra- India**.**

**ACCOUNTING PACKAGES & SOFTWARE:-**

* **Tally /Wings /MS OFFICE / WINDOWS**

**TRANING SKILLS:-**

* Customer Service Skills, Telephone Techniques, Effective Communication Skills, Planning & Scheduling, Team Work & Team Building, Time Management, Advanced Excel 2007.

Personal Profile

# **Date of Birth** : 12-04-1984

# **Nationality** : INDIAN

# **Marital Status : Engaged**

# **Languages** : English, Hindi

# **Current Location** : DUBAI

**Visa Status** : Employment