Masood

Deira, DUBAI-UAE

Visa Status- Visit Visa

[masood.381694@2freemail.com](mailto:masood.381694@2freemail.com)



**Accountant/Administrator /Sales Executive**

***CARRIER OBJECTIVE:***

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.



***KEY ATTRIBUTES INCLUDE:***

* Good analytical and problem solving skills.
* Sound knowledge of handling Accounting system.
* Excellent ability to sort, check, count and verify numbers.
* Strong ability to use an automated accounting system.

***PROFESSIONAL EXPERIENCE***

**National Steels & Hardware, Coorg, India.**

**Accountant cum Sales Executive (Aug-2017 to May-2018)**

**D&D General Trading & Cont. CO**, **Kuwait.**

**Accountant (May 2015 to Mar-2017)**

***JOB DESCRIPTION:***

* Preparing and analyzing accounting records and financial statements and reports.
* Maintaining books of accounts, Bank Reconciliation Statement, Debtor, Creditor Reconciliation statement, deposit and preparation return.
* Pays vendors by monitoring discount opportunities, scheduling and preparing checks, resolving purchase order, contract, invoice, or payment discrepancies and documentation, ensuring

credit is received for outstanding memos, issuing stop-payments and purchase order amendments

* Verifies vendor accounts by reconciling monthly statements and related transactions.
* Compute taxes owed, prepare tax returns, ensure prompt payment
* Avoiding outstanding expenses and managing the petty cash.
* Handling ledger accounts and keeping the check for any invoices or payments
* Pays employees by receiving and verifying expense reports and requests for advances, preparing checks.
* Secures financial information by completing data base backups.
* Preparation of staff attendance, maintaining leave records for the employees and Payroll.
* Carrying out various banking functions like fund transfer, online banking etc.
* Support month-end and year-end close process.
* Assisted In carrying out Company’s internal Audit.
* Computerization of Accounts of almost all types of business organization using 'Tally 9.0, QuickBooks, busy accounting software and Peachtree 8.0

**G-tec, Coorg, India.**

**Accountant cum Administrative Officer (Nov-2010 to Dec-2014)**

***JOB DESCRIPTION:***

* Maintain the daily accounts and administrative task
* Verifying the accuracy of invoices and other accounting documents or records.
* Update and maintain accounting journals, ledgers and other records detailing financial business transactions
* Debit note, Credit note Register Maintain.
* Corresponds with vendors and answers their inquiries
* Managed monthly sales and marketing expenses, Verifies and Approves Expense Reports
* Responsible for handling telephone/Email and be responsible for all incoming calls/Emails and communicating to relevant persons
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practice

***EDUCATIONAL CREDNTIALS:***

* Bachelor of Business Management with Accounting specialization from Mangalore university in 2010
* HSC (Commerce) from Karnataka PU Board in 2007
* SSC from Karnataka SSLC Board in 2005

***TECHNICHAL QUALIFICATION:***

* Diploma in information technology [Ms-office, Ms-Windows, Tally9.0, HTML, Internet and Multimedia].
* Desk top publishing [Adobe PageMaker, Adobe Photoshop, CorelDraw, Nudi4.0 and Baraha6.0].
* Certificate in e-Finance [Tally9.0, Financial accounting using BUSY, Financial accounting using Peachtree, Advanced Excel, Oracle].
* Diploma in Computer Hardware

***PERSONAL INFORMATION:***

* Date of Birth – 19-06-1989
* Nationality - INDIAN
* Date of Issue - 13-05-2015

Date of ExpVisa Status

- 12-05-2025

- Visit Visa

***DECLARATION***

1. Masood hereby declare that the information is true and correct to the best of my knowledge and beliefs.