PERMANENT/CONTRACT/TEMP

Position of Accountant And/Or Admin Executive/Secretary

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# Noushad

Nationality: Indian

Age: 47 Yrs

Marital status: Married

Educational qualification: B.Com (Cost Accounting)

Computer literacy & work experience in:

Word-processing – Word and Wordperfect

Spreadsheets – Excel and Lotus

Accounting – ERP Systems (Lastly and lately 11.5 years of hands-on

working experience in an Oracle based ERP system)

Other Accounting Packages – Focus/Tally/Peachtree/Quick Books

Operating Systems – Windows/DOS

Internet/ Email

Any other ERP systems or accounting packages easily viable

Languages known: English (written/spoken – fluent)

Hindi (spoken – fluent)

Arabic (spoken only)

Visa/employment status: Currently on Visit (90 Days)/Unemployed

Salary expected: To be discussed

**Email:** [**noushad-393364@2freemail.com**](mailto:noushad-393364@2freemail.com)

# Noushad

**Skills and work experience in:**

* ERP Systems (Oracle Based)/Accounting packages such as Tally/Peachtree/QuickBooks/ Focus, Word-processing in Word and Wordperfect, Spreadsheets in Excel and Lotus
* Proficient in preadsheets and wordprocessing (Excel and Word)
* Well versed in Debtors/Creditors/Related Party/Intercompany/Bank accounts/Inventory reconciliation
* Inventory control
* Invoicing
* Collections and payments
* Production of periodical Debtors/Creditors ageing reports
* Credit control/management and routine follow-ups on accounts receivables ensuring payment collections are within the credit period reporting the statistics to the finance manager/managing director on a daily basis with excellent customer service/management skills of about 300 plus customers local and overseas of multi-disciplines and cultures.
* Project accounts and invoicing
* Addressing customer/vendor queries
* Calculate and process staff payments (gratuity/leave payments/leave passages etc.)
* Periodic updates of debtors/creditors accounts and reconciliation
* PDC management (both collections/payments)
* Raising POs (Purchase Orders)
* Verifying vendor invoices against POs and ensure all are in order before payments are released
* Processing vendor payments
* Handling/monitoring petty cash payments
* Expenditure control
* Banking
* Payroll administration/personnel matters
* Liaison/coordination with internal/external auditors
* Word-processing/spreadsheets/Internet/Emailing
* Fast touch typing/data-entry
* English (verbal and written communication)
* Self correspondence
* Multi-task to meet tight deadlines quite often under pressure

**In summary:**

* Handling all aspects of financial and management accounts
* AR/AP/Payroll, in particular and all other staff payments and receipts/petty cash
* Managing all accounts receivables and payables
* Periodic updates of customer/supplier database
* Periodic reviews of customer credit terms
* Daily and periodic updates of all books of accounts
* Overall control and management of all routine/day-to-day accounts and maintenance of all books of accounts (petty cash/GL/cash/bank/debtors/creditors/hire purchases/fixed assets/capex/trade accounts/etc.)

# Noushad

**Skills and work experience in (Cont’d):**

* Generating daily/weekly/bi-weekly/monthly/quarterly/half-yearly/yearly accounts updates/ summaries/statements comprising petty-cash/cash/bank/debtors/creditors/hire purchases/ accrued expenses/fixed assets/Capex/LCs/etc. and/or as may be required by the managing director/finance manager from time to time.
* Assisting in periodical income/expenditure/cash flow statements and forecasts, budgeting/ MIS/final accounts
* Complete inventory control, periodic stock check-ups and stock reconciliation
* Import/export LC’s
* Organize, collect and verify all export documents (invoice/packing list/certificate of origin/bill of lading/insurance/etc.) and ensure all data in the documents prepared are as per the LC terms prior to them being dispatched.
* Coordination with shipping companies/airlines/clearing and forwarding agents on all relevant logistics issues as may be required from time to time

Also have effectively involved in following secretarial/administrative functions intermittently or simultaneusly with good communication/coordination/inter-personal/organizational/ leadership/management skills.

* Administrative assistance to ensure smooth functioning at all areas of operations by providing quality administrative support to the managing director/general manager/management team
* Typing/filing of confidential assignments and all office general business correspondence
* Typing/production of all project documents, i.e., inception, pre-qualification, bid documents, technical/financial proposals, pre/post tender/contract documents in delegation with other admin. team members
* Self correspondence as may be instructed by the project manager/department heads/MD/GM
* Liaison/coordination with and between HO/branch offices/site offices/divisional heads on general office administrative/HR/personnel matters and procedures
* Implementation/supervision/maintenance of complete office filing systems
* Archives/documents control
* Maintenance of staff personnel files and records
* Transport pool management
* Purchases of office supplies and equipments after obtaining prior approval from the MD/finance manager as may be required from time to time
* Installations of computer systems and system security
* Organizing service/AMC contracts for all office equipments
* Insurance on staff indemnity, motor vehicles, fire/burglary for office/warehouse premises/staff accommodation etc.
* Maintenance/supervision of improved systems and office procedures ensuring the set systems and procedures in general are strictly complied at all areas of operations
* Liaison/coordination with sales/import/export/logistics/PR/HR departments
* Organize visas, renewals of trade licenses, office/warehouse/staff accommodation leases, registrations of motor vehicles etc. in coordination with the PRO
* Travel/hotel arrangements
* Customer/guest relationship

In general, I may undoubtedly be entrusted with any admin jobs as well of office secretarial/administrative/ personnel/HR functions with limited or no supervision.

Noushad

**History of work experience with companies in Dubai**

Dec 2005 to July 2017 GULF OIL MIDDLE EAST LIMITED

P.O. Box 17068, Dubai

(An MNC in oil/lubricants head-quartered in Dubai with a huge production facility in JAFZA for its Middle East/Asia Pacific operations)

**Position(s) held: Accounts Executive (AR/AP)**

**Completely responsible on all accounts receivables and payables**

Nov 2003-Oct 2004 AL SHAMSI GROUP

Dubai

(A small group of companies whose activities involve in import/export/trading of electronics items such as airconditioners/TVs/refrigerators and various other domestic items)

**Position(s) held: Accounts/Admin Executive**

June 2001-Mar 2003 FAQIHI ENTERPRISES

Dubai

(A major trading house of import/export/trading who deals with major brands of power tools and heavy equipments)

**Position(s) held: Accountant/Secretary**

Being fully responsible to look after all accounts/finance/banking/

all office secretarial/admin/HR/personnel matters

Feb 1997-May 2001 AL TOKI GROUP

Dubai

(A small local group of companies with activities and divisions in Trading/Import/Export/Freight Forwarding/Hotel (Furnished Apartments)

**Position(s) held: Accountant/Secretary**

**Responsible on all accounts/finance functions and secretarial/**

**adminitrative matters and self-orrespondence**