

 **Ilyas**

 **Dubai, U.A.E.**

 Email: ilyas-393469@2freemail.com

**Career Objective:**

To serve an esteemed organization holding a responsible position with an unrestrained growth, ensuring credible performance, which eventually leads the company’s reputation on to a high pedestal.

**Profile**: Worked as an Accountant Dubai U.A.E

**Duration**: January 2017 to February 2019.

**Role and Responsibilities:**

* Maintaining finance of the company.
* Responsible for maintaining all the accounts payables and accounts receivables.
* Proper allocation of journal entries.
* Maintaining petty cash i.e. cash flow.
* Bank reconciliation on a daily, weekly and monthly basis.
* Forecasting future payments and making sure the payments are done smoothly.
* Preparing and maintaining of stock cars.
* Preparing and maintaining list of stock cars which are mortgaged with different banks.
* Responsible for making sales report on a monthly basis and disbursing sales commissions to the sales staff.
* Preparation and allocation of salaries.
* Maintaining security against overdraft for 3 banks on a daily basis.
* Mortgaging the stock cars within the overdraft limit to maintain the flow of funds.
* Maintaining required funds against the settlement of mortgaged cars on date of maturity.
* Responsible for the procurement of printing and stationery, food, pantry refreshments.
* Responsible for the payments of electricity bills, internet and telephone bills, saliks and repair & maintenance of office vehicles.
* Coordinating with the respective banks for the clearance of cheques, approval of cheques, addition and release of mortgage cars.

**Work Experience:**

**Profile**: Worked as an Accountant Dubai U.A.E

**Duration**: June 2015 till December 2016.

**Role and Responsibilities:**

* Responsible for all the company operations and accounts.
* Responsible for maintaining all the accounts payables and accounts receivables.
* Proper allocation of journal entries.
* Maintaining petty cash i.e. cash flow.
* Bank reconciliation on a daily, weekly and monthly basis.
* Preparation of invoices as and when a job is done and sending to respective clients and following up until the payment is received.
* Preparation of monthly reports to know the financial position of the company.
* Responsible for jebel ali free zone authority online PRO work i.e company visa renewal, employee visa application, renewal and cancellation.
* Responsible for arranging, renewing insurance for warehouse, employees and company vehicles.
* Processing of WPS salaries and disbursing through bank and exchange for jebel ali employees.
* Responsible for critical payments to the vendors before the cut off time.
* Following up with the clients for the payments on a weekly basis through emails and calls.

**Profile**: Worked as an Accounts payable Executive Hyderabad.

**Duration**: October 2011 till July 2014.

**Role and Responsibilities:**

* Responsible for handling all vendor invoices and tax Invoice.
* Reviewing and processing all vendor invoices as per their payment terms in the system. (I.e. processing the invoice copy (scanned PDF soft copy) into system.)
* Responsible for maintaining and setting up the vendor details into ERP system.
* Getting all the necessary approvals for processing the invoices for payment.
* Providing the status of pending invoices and periodic vendor statement of Accounts to the vendors Via E-mail.
* Responsible for all status enquiry issues Via E-mail and Voice call with 100% TAT time.
* Working with critical vendors on monthly basis, requesting to issue the invoice copies and process the same into system to make the invoice payments in given period.
* Reconciliation of regular Vendor Statement Accounts on Monthly basis
* Responsible for all Employee Travel and Expenses (E T&E) related queries and process the reimbursement of claims as per company guidelines.
* Responsible for paying all the AMEX (American Express) payments of E T&E.

**EDUCATIONAL QUALIFICATION:**

* M.B.A. (Finance & Marketing) from Osmania University, Hyderabad, India (2011).
* B.Com from Osmania University, Hyderabad, India (2009).
* Intermediate from Board of Intermediate, Andhra Pradesh, India (2006).
* SSC from Board of Secondary Education, Andhra Pradesh, India (2003).

**Project:**

**Project Title:** Online Trading.

**Duration**: 4 months.

**Organization**: INDIA INFOLINE LTD.

**Course**: M.B.A.

**Project Description:**

Online brokers are most often referred to as discount brokers. Their popularity is attributable to the speed and ease of their online order entry, and to fees and commissions significantly lower than those of full service brokerage firms.

Two types of online brokerages have emerged. One type of brokerage offering Direct-access trading to exchanges, such as Interactive Brokers. While the other type of brokerage, such as TD Ameritrade route orders to Market maker firms to have their orders filled. An example of a Market Maker firm was Knight Capital Group, now known as KCG Holdings.

**Computer Skills:**

* IBM computer compatible, worked on Windows XP, knowledge of MS Word, MS EXCEL, PowerPoint, Tally & focus.

**Personal Details:**

Sex : Male.

Date of Birth : 13-Feb-1988.

Marital Status : Married.

Visa type : Visit visa (Expiring on 4th Oct 2019)

I hereby declare that all the details given above are true to the best of my knowledge and belief.

Yours Truly,

Ilyas