**CURRICULUM VITAE**



**AARIF**

E-mail : aarif-397423@gulfjobseeker.com

**OBJECTIVE**

Seeking middle senior positions in Accounts & Finance with a reputed organisation, with a reputed and growth-driven organisation.

**PROFESSIONAL EXPERIENCE**

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| Location | : Ajman (U.A.E) |
| Department | : Finance and Accounts |
| Duration | : From 15-Oct -2017 to 30-Sep-2019 |
| Job Title | : **Account Executive** |

**Job Description**

* Prepare charts of accounts as per company standard.
* Review and Posting all journal vouchers and posting.
* Control supplier's payments and Follow-up Customer outstanding.
* Prepare Monthly Budget and compare with actual Expenses.
* Finalisation of Customers and Sub Contactors Payment Certificate.
* Preparing monthly Bank reconciliation statement.
* Prepare Customers and Supplier reconciliation statement.
* Maintain petty cash and prepare daily report of available cash.
* Finalisation of UAE VAT report and submit VAT return to Federal Tax of Authority.
* Coordinate with bank for TR / Credit and loan facilities.
* Prepare L/C document and submit in bank.
* Follow up letter of credit (L/C) till opening to closing.
* Prepare document for import and export and submit in customs.
* Prepare document for release shipment and follow up shipper.
* Coordinate with Letter of Credit Issuing bank and advising bank.
* Finalize bank short term and long-term loan and coordinate with bank.
* Prepare Trial Balance and Profit & Loss account.
* Assisting to senior in preparation of final statement.

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| Company | : **Alcat Contracting Co. L.t.d** |
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| Location | : Doha, Qatar |
| Department | : Finance / Operation |
| Duration | : From 02-June -2015 to 02-Sep-2017 |
| Job Title | : **Project Accountant** |

**Job Description**

* Create project accounts in the accounting system.
* Maintain project-related records, including contracts and change orders.
* Authorize the transfer of expenses into and out of project-related accounts.
* Review and approve supplier invoices related to a project.
* Review and approve time sheets for work related to a project.
* Review and approve overhead charges to be applied to a project.
* Review account totals related to project assets and expenses.
* Maintain petty cash and able to make forecasting of expenses.

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* Investigate project variances and submit variance reports to management.
* Report to management on any opportunities for additional billings.
* Report to management regarding the remaining funding available for project.
* Create or approve all project-related billings to customers.
* Investigate all project expenses not billed to customers.
* Respond to requests for more detail from customers.
* Compile information for internal and external auditors, as required

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| Company | : **Six Construct Ltd. (Middle East subsidiary of Be-six Group, Belgium)** |
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| Location | : Qatar / Bahrain / Saudi |
| Department | : Finance & Account |
| Duration | : | From 13-Mar-2009 to 14-Apr-2014 |
| Job Title | : |  | **Junior Accountant** |

**Job Description**

* Book all accounting entries and all period end entries on time
* Keep proper records to support all accounting entries
* Record Journal entries and post transactions.
* Reconcile accounts and order book on regular basis.
* Responsible for preparing Bank Transfer Letters to the bank.
* Prepares Bank Transfer Accounts Receivable Aging report, issues.
* Handling Payables & Receivables (monitor the aging of the outstanding receivables & payables).
* Reconcile Bank balance on routine basis.
* Preparing month end summary of expenses per account.
* Double check petty cash ending balance on weekly basis.
* Preparing Cash denomination report on daily basis, and report to Sr. accountant.
* Reporting to Finance Director/Controller and Accounts Manager.
* Assisting in preparation of financial statement.

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| Company | : **Rashids International** |
|  |  |  |  |
| Location | : AjmanFreezone, Ajman, U.A.E |
| Department | : Administration / Accounts |
| Duration | : From 20-July -2005 to 20-Apr-2008 |
| Job Title | : **Accountant cum Office Admin.** |

**Job Description**

* Prepare chart of account as per company standard.
* Prepare Journal entries and posting general ledger.
* Maintain Accounts Receivable and Account Payable.
* Preparation of Supplier Payments in a timely manner.
* Prepare Delivery & Receipt Note for Customer and Vendor.
* Handling Projected Salaries & Wages.
* Maintain a record of Recruitment & visa application status.
* Prepare application for visa and arrange necessary document.
* Prepare schedule for medical and figure print for visa stamping.
* Follow up to Immigration for labor cards, employee arrival, cancellations.
* Maintain a record of expiry of Passports, visas, labor cards, Emirates ID, health card etc.
* Coordinate & follow up with the Immigration to ensure timely renewals.
* Prepare monthly trial balance and profit and loss account.

**STRENGTH AND SKILLS**

* Strong Communication & Interpersonal skills
* Dedicated to work
* Quick learning ability
* Commitment and motivation
* Reporting skills

**ACADEMIC QUALIFICATIONS**

* MBA-Finance from Punjab Technical State University in 2013.
* Bachelor of Commerce passed from Rajasthan University in 2004.

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**ADDITIONAL QUALIFICATIONS**

* Certified in UAE VAT from “Vision Institute of Technology” in Sharjah 2017.
* Certified in Peachtree Accounting from “Rolla Academy” Ajman in 2005.

**COMPUTER PROFICIENCY**

* Good knowledge of windows operating system. (MS Word, MS Excel, Power point etc Internet & Email)
* Good Knowledge of Accounting packages Peachtree & Tally and Able to adopt any accounting software

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|  | **PERSONAL INFORMATION** |  |  |  |
| ▪ | Date of Birth | : 10th February 1985. |  |
| ▪ | Nationality | : Indian |  |
| ▪ | Sex | : Male |  |
| ▪ | Marital Status | : Married |  |
| ▪ | Religion | : Islam |  |
| ▪ | Languages Known | : English, Hindi & Urdu |  |
|  |  |  |  |  |
| **PASSPORT STATUS** |  |  |
| ▪ | Issue Date | : 02--Dec-2009 |  |
| ▪ | Expiry date | : 11-Nov-2029 |  |
| ▪ | Issue Place | : Jaipur |  |
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|  | **DRIVING LICENSE STATUS** |  |  |
| ▪ | Issue Place | : Ajman, UAE |  |
| ▪ | Issue Date | : 09-Jan-2018 |  |
| ▪ | Expire Date | : 08-Jan-2021 |  |

**DECLARATION**

I hereby declare that all the above furnished statements are true and correct with best of my knowledge and belief.

**Applicant**



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