

**CURRICULAM VITAE**

**MUBARAK ALI**

**Email:** **mubarakali-397469@gulfjobseeker.com**



Post applied for **Senior Accountant**



**Objectives:**

To pursue a career in Accounting/Finance Department where there is scope to improve my skill set and to be a team member striving for company’s growth.

**EDUCATION QUALIFICATIONS**



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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | The New College, University of |  |  |  |  |
|  | **B.Com** |  | Madras, Chennai | 2003 – 2006 |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **TECHNICAL QUALIFICATION** |  |  |  |  |  |
|  | **Typewriting – English &** | Department of Technical Education, |  |  |  |  |
|  |  | 2001 |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Chennai |  |  |  |  |
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|  | **IN BRIEF** |  |  |  |  |  |
|  | ● | Ten Years of Experience in Accounting field |  |  |  |  |
|  | ● | Working knowledge in MS-Office, Internet Applications and Tally 9, Focus, Focal ERP |  |  |  |
|  | ● | Hard Working and Result Oriented |  |  |  |  |
|  | ● | Aggressive and Dynamic |  |  |  |  |  |
|  | ● | Self-Motivated |  |  |  |  |  |
|  | ● | Pleasing Manners |  |  |  |  |  |
|  | ● | Fluent in English |  |  |  |  |  |
|  | ● | File management |  |  |  |  |  |

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**EMPLOYMENT HISTORY**



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|  |  | **Euro Asia Transport Heavy** |  |  |  |  |  |  |  |
|  |  | **Trucks LLC.** |  |  | **Accountant - Assistant** | **January 2008 – 2009** |  |
|  |  | Dubai, UAE. |  |  |  |
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|  |  | **Arabia Taxi LLC.- Workshop** |  |  |  |  |  |  |  |
|  |  | Dubai, UAE. |  |  | **Accountant Executive** | **January 2010 – 2015** |  |
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|  |  | **PARTS WORLD LLC** |  |  |  |  |  |  |  |
|  |  | Dubai, UAE. |  |  | **Senior Accountant** | **January 2016 – Nov 2018** |  |
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|  |  |  |  |  |  | **Accounts Receivables** |  | **Apr 2019 – Jan 2020** |  |  |
|  |  | Chennai, TN - India |  |  |  |  |  |  |
|  |  |  |  |  | **Incharge** |  |  |  |  |
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**CAREER DESCRIPTION**



 **(Chennai TN India) - Apr 2019 – Jan 2020**

* Preparation & Sending of AR Ageing Analysis Report to the Marketing Team as well as management.
* Verification of Customer Invoices as well as branch invoices.
* Preparation Daily Bank Reconciliation in Tally
* Preparation of Bank Customer Receipt Entries in Tally
* Preparation of Journal Entries in Tally
* Preparation of Credit Note Entries in Tally
* Conduction Weekly Collection review meeting with marketing team towards sales outstanding.
* Scrutinizing debtors ledgers on daily basis
* Checking outstanding customer ledger and approving PO for every sales proceedings

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* Trade Debtors reconciliation as well as inter division sales reconciliation.
* Preparing and sending Customer SOA to Sales Team as well as customer on monthly basis.
* Payment follow up and sending reminder to sales team as well as customer on weekly basis.
* Email responding & solving regarding all debtors billing related issues as well as inter divisons.
* Letter corresponding regarding customer long pending O/S dues and letter to bank for Bank Guarantee cancellation intimation letter.



**Parts World LLC (Jan 2016 - Nov 2018) Arabia Holdings Group Dubai UAE**

* Preparing monthly Schedules and Provision entries.
* Preparing MIS & Monthly P&L Reports.
* Yearly Audit Finalization Work.
* Corresponding with Bank related to bank facilities LC, DP &TR for Imports Purchases.
* Preparation of Import Costing Sheet
* Reconciliation for Credit Suppliers and Credit Customers.
* Monthly Ageing Report for Accounts Receivables/Accounts Payables.
* Preparation of Bank payment Voucher and Bank Receipt Vouchers.
* Preparing Bank Reconciliation Statement.
* Monthly Payroll Process.
* Working for Employee Annual Leave Settlement and Employee End of Service Benefits.
* Maintaining Cash Flow Projection Statement
* Liaison with the External Auditor
* Monthly VAT Finalization
* Handling Credit Insurance
* Preparation of Annual Budget
* Co-ordination for Yearly Inventory Reconciliation

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**Arabia Taxi LLC – Workshop (2010 – 2015) Arabia Holdings Dubai UAE**



* Preparation Monthly Work in Progress
* Handling Motor Claim Insurance
* Monthly Physical Inventory Verification and as well as yearly
* Preparation of monthly profit & loss
* Monthly Payroll process
* Handling Accounts Receivables & Accounts Payables
* Monthly Ageing Analysis for AR & AP
* Customers & Suppliers reconciliation
* Preparing Monthly Bank Reconciliation
* Inter Company Related Parties Reconciliation
* Preparing schedules – Fixed Assets & Staffs benefits
* Maintaining Fixed Assets Register
* Attending yearly audit
* Handling Petty cash



**EuroAsia Transport Heavy Trucks LLC. (2008 – 2010) Arabia Holdings Group Dubai**



**UAE**

* Maintaining entire book of accounts in computerized networking environment.
* Assisting for Preparing Monthly Profit & Loss
* Maintaining the Cash and Bank Vouchers
* Preparation of Monthly Accounts Statements
* Preparation of Invoices, Day book
* Handling Petty Cash
* Preparing Sales & Purchase Receipts
* Assisting for monthly Bank Reconciliation Statements as well as inter-companies and also customer Reconciliation
* Assisting Preparing of Depreciation, insurance, & employee Benefit Schedule.
* Assisting Leave settlement and Full final settlement.
* Monthly Inventory as well as yearly
* Monthly Payroll Process
* And other clerical work

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**Personal Details**



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| --- | --- | --- |
| Date of Birth | : | 05th June 1984 |
| Sex | : | Male |
| Religion | : | Muslim |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Language Known | : | English, Tamil |
| License | : Valid UAE Driving License Light Vehicle (Automatic) |
|  |  | expiry 24/11/2025 |
| Visa Status | : | Visit Visa |