



ANSARI MOHAMMAD AFZAL

General Accountant

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Summary

Accounting & Finance Professional with **4 years** broad knowledge of accounting policies & procedures, ERP & accounting packages, able to manage book of accounts, financial reports, business analysis, review and development of accounting policies & procedures as per business requirement.

Career Snapshot

Jawhrat Al Darary Marbles Tr. & Al Darary Plaster & Tiles Cont LLC' (Group Companies) Sharjah (UAE) (Dec-17 To Present) Accountant

Accountabilities:

- Handling day to day accounts,
- Preparation of daily journal entry, and enter in accounting software,
- Compute taxes, prepare tax returns, Vat Return Filling'
- Collect data and prepare monthly metrics,
- Prepare financial reports on timely basis,
- Accounts Payable & Account Receivable,
- Customer & Vendors Reconciliation,
- Monitoring Petty cash transactions and posting petty cash vouchers,
- Cash Management, Journal General Ledger Entries,
- Prepare Invoices,
- Prepare Quotations, Prepare Purchase Order, & Job Order,
- Bank reconciliation with company Account, Handling all bank issues,
- Prepare WPS payroll and process the salary payment through the WPS,
- Prepare cheque of all suppliers,
- Prepare reports on Sales,
- Send monthly receivable statements to all customers,
- Document filling, Data Entry,

Ambience Engineers 'HVAC' Pune, (India) Accountant (June 2016 – Sep 2017)

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- Handling day to day accounts,
- Preparation of daily journal entry and entry in accounting software,
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- Collect data and prepare monthly metrics,
- Prepare financial reports on timely basis,
- Accounts Payable & Account Receivable,
- Customer & Vendors Reconciliation,
- Monitoring Petty cash transactions and posting petty cash vouchers,
- Cash Management, Journal General Ledger Entries,
- Prepare Invoices,
- Prepare Quotations, Prepare Purchase Order,
- Data Entry,
- Bank Reconciliation, Prepare Payroll, Staff Salary, Prepare cheques of all suppliers,

Technical Skills:

- Tally ERP **9.0**, Quick Books, Business Accounting Software, (BUSY),
- Microsoft Excel, Microsoft Word, outlook, Emailing, Others Accounting Software,

Professional Credentials

2015	Bachelor of Commerce (B.Com)	University of Pune
2012	HSC Commerce	Poona College of Art's Science & Commerce
2010	High School	Beenapara Inter College Beenapara Azamgarh

Personal Vitae

Date of Birth	:	18 th April,1995
Marital Status	:	Single
Communication Address	:	Industrial Area 17, Sharjah, UAE
Language known	:	English, Hindi, Urdu
Passport Number	:	N493499 Valid Till 2025
VISA Details	:	202107108 Employment Visa (General Accountant)

Declaration:

I hereby declare that the above mentioned particulars are true to the best of my knowledge & belief.

Date:

Place: Sharjah UAE

(Ansari Mohd Afzal)