



## **ANSARI MOHAMMAD AFZAL**

**General Accountant**

**Mobile: +971-566558470**

**Email: afzalazmi56@gmail.com**

### **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)**

**Accountabilities:**

- Handling day to day accounts,
- Preparation of daily journal entry and entry 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,
- 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>B.Com</b> )	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 <sup>th</sup> 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 ( <b>General Accountant</b> )

**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)**