**CURRICULUM VITAE**

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**MIR MUDDASIR ALI**

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Seeking to leverage my technical and professional expertise to grow in the new role of Senior Accountant at your company.

Professional Synopsis:

* B.Com graduate with overall seven years of experience in General Accounting, Financial Accounts, General Ledger, Export documentation, Trading &Project accounting.
* A proactive and result oriented professional with experience and successful track record in Financial Sector.
* Expertise in Bank Reconciliation Process.
* Fair knowledge of bill verifications and processing, maintaining books of accounts, MIS, finalization of accounts including Balance Sheet, Tax audit, petty cash handling etc.
* Fair Knowledge in Payroll management, banking activities.
* Co-ordinate with Internal & Statutory Auditors & Comply with all statutory requirements.
* Effective communicator with strong analytical, negotiation, problem solving skills.
* Confident and persuasive team player, able to motivate and communicate to achieve exceptional business performance.

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| **Core Competencies:** |
|  **Finalization of Accounts** |  **MIS Reporting** |  **Financial Statements** |
|  **Value Added Tax (VAT)** |  **Job Costing** |  **Accounting for Fixed Assets** |
|  **Accounts Receivable** |  **Inventory Management** |  **Reconciliations** |
|  **Accounts Payable** |  **Payroll Process** |  **Financial Analysis** |
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**Professional Experience:**

* Working as Accountant in High Raise Constructions L.L.C (Sharjah – U.A.E.) from 6 Years (Nov 2012 – till date)
* Worked as Audit Assistant in G.D. Upadhyay &Company , Chartered Accountants Hyderabad- India (April 2011 – March 2012)

**Job Responsibilities:**

* Prepare and review the payment package in completeness and accuracy before processing.
* Verify that the charge codes are in agreement with the organization’s chart of accounts
* Prepare and process Vendors/Suppliers, Staff and Sub-recipients Cheque’s on time.
* Accurately entering customers account in the system for the accounts receivable function.
* Prepare and maintain monthly local depository bank reconciliations.
* Manage Petty cash ledger and prepare petty cash replenishment.
* Preparation of cash voucher for cash collected and deposited into bank account.
* Maintain a register for cash receipt and bank deposit entries and attach with the cash voucher with respective entries.
* Follow up and prepare Petty cash replenishment when cash payment made is 75% of the cash float.
* Prepare cash and cheque deposit slip and sent it to the Bank on daily basis.
* Verification of staff travel expenses paid in cash advance, through bills/receipts submitted and depositing the remaining cash amount in bank immediately.
* Follow up daily cash activities to keep expenses in check on monthly basis
* Working closely with Administrative staff for verifying assets and inventory physically.
* Prepare inventory report on monthly basis after verifying inventory.
* Maintained the fixed asset system and records including reconciliation of all accounts
* Analyze and prepare soft and hard copy of month end closing packages within due date.
* Post necessary financial data accurately on daily basis such that reliable reports can be generated timely.
* Perform system analysis to identify any irregularities (such as wrong posting) and propose immediate corrective actions to the Finance Manager.
* Maintained effective communication links with clients, banks, and managers regarding accounts available for monthly audits.
* Generated cash control reports for senior managers at the end-of-the-month reviews to account for variances in each facility.
* Assisted Senior Management with budget preparation.
* Review budget requests with Senior Management to determine areas to reduce and expand.
* Track and review all expenditures, reimbursements and expenses for comparison against budgets and develop reports to determine if budgetary goals are met.
* Prepare payroll in a timely and accurate manner by calculating salaries, rate, overtime, bonus, vacation, termination & new hiring’s.

**Reporting to Management:**

* Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports..
* Manage monthly closing process, including reconciliations and analysis of related accounts.
* Coordinate the Company's annual audit with the independent auditors.
* Develop and maintain the integrity of the financial reporting process and financial controls.
* Coordinate, develop and update written policies and procedures over the financial reporting process.
* Maintain and strengthen internal controls over financial reporting.
* Manage the preparation and distribution of internal financial statements and reports.

**Academic Details:**

B.Com from Osmania University Hyderabad (2009).

**Technical Skills:**

* M.S. Office.
* Well versed in Quick Books, Tally ERP, and Peachtree.
* Working knowledge in all accounting related software.

**Personal Details:**

Date of Birth : 21 October 1987.

Father’s Name : Mir Maqsood Ali.

Permanent Address : Al Taawun, Sharjah – U.A.E.

Passport : J 5490161

Driving License : Holding UAE 4-wheeler driving license.

Languages Known : English, Hindi, Telugu and Urdu.

**Declaration:**

I hereby declare that the above information provided is true and genuine.

Mir Muddasir Ali