



MUSHTAQUE AHAMMED

ACCOUNTANT (05 Years UAE Accounting/Finance Experience)

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Jebel Ali, Dubai

PROFILE SUMMARY

A self-motivated Accounts professional with more than 05 years proven track record in dealing with most aspects of Finance & Accounting in a multicultural environment. Looking for an opportunity to share experience and knowledge in the same or some managerial level in a reputed organization.

ACADEMIC & PROFESSIONAL QUALIFICATION

MBA (Finance) : A.J. Institute of Management, Mangalore University, India (2012)

Bachelor of Commerce: Sir Syed Institute, Kannur University, India (2010)

SKILL SET

⇒ Accounting ⇒ UAE VAT ⇒ Account Receivables
⇒ Accounts Payable ⇒ Payroll ⇒ Financial Reports

PROFESSIONAL EXPERIENCE

AAA Construction Equipment Fzco, Jebel Ali Free zone, Dubai

Designation : Accountant (April 2014 to Present)

Industry Type: Trading & Rental of Heavy Construction Equipment.

Job Description,

Handling all Areas of Accounting & Finance, from Books of Original Entries to preparation & analysis of Financial Statements.

- In charge with Accounts Receivable and Accounts Payable.
- Adept with calculating staff payroll, leave salary end of service benefits.
- Maintaining and preparing accurate VAT documentation, reconciliation & VAT filing.
- Maintaining cash book, bank book, debtor's ledger, creditor's ledger and all other subsidiary books of accounts.
- Generating invoices and account statements.
- Prepare monthly receivable statements and Initiate collections on past-due accounts.
- Track all money received and prepare deposits.
- Effectively process vendor invoices and maintaining up-to-date in system.
- Coordinate approval process of all accounts payable invoices.
- Coordination with Sales and Purchase Team
- Maintaining fixed assets register, updating details of new assets purchase, sale of old assets;
- Prepare bank payment Vouchers, receipt vouchers, journal vouchers.
- Finalization of accounts by assisting Chief Accountant and Auditors.
- Other duties as assigned by Managers.

PREVIOUS EMPLOYER

Akbar Travels of India Pvt. Ltd, Mumbai, India

Designation : Accounts Executive (Aug 2012 - Oct 2013)

Key Role

Accounts Payable: -

- Reconciliation of Airlines accounts, Settlement of Airlines payments, & refunds
- Timely payment to domestic suppliers through which done international booking.
- Strategic payment to supplier.
- Bank reconciliation, and all bank related works.

Accounts Receivable: -

- Analyzing receivables aging policy and timely client follow-up and reconciliation.
- Financial assistance and fund arrangement for payment.
- Reviewing sales Order, Performa invoice and Sales invoice.
- Monitoring credit forecasts, credit summary, sales Debit note and sales discounts.
- Organizing & coordinating with internal and external auditors for reviewing and implementing their recommendations.

Well versed with

- Accounting software's – Tally ERP 9 and iboss
- Package & Operating System - MS Office, Outlook, Windows XP, Vista, Windows7 & Windows8.

PROJECT UNDERTAKEN

- **Project Title** : Analysis of Working Capital Management at KCCL
- **Organization** : Keltron Component Complex Ltd (KCCL). Kannur

KEY COMPETENCIES

- Organizational & Decision making skills.
- Self-motivated with good negotiation skills.
- Quick learner & Ability to work strict dead line.

AREAS OF INTEREST

- Financial Management, Accounts & Auditing

PERSONAL DETAILS

Date of Birth : 06th June 1990
Nationality : Indian
Visa Status : Employment Transferable (Jafza)
Language Known : English, Hindi & Malayalam
Driving License : Valid UAE Driving License

Reference : Available on request