**CAREER OBJECTIVE**

To work in self-discipline environment in responsible position where effective interpersonal skills coupled with hard work contributes to the achievement of organizational and career goals.

|  |
| --- |
| scan 2019-12-21 16h42 Page 1.JPGName :Khaja yousufuddinE-mail: [khajayousufuddin99@hotmail.com](mailto:khajayousufuddin99@hotmail.com) **Mobile**: **+971-0502237861** |

**EDUCATIONAL QUALIFICATIONS:**

* 2015 (M.B.A. Finance ), JNTU.
* 2012 - 2014 B.Com Satavahana University”, Telengana India.
* 2010 - 2011 Board of Intermediate, (Commerce) Hyderabad.
* 2009 SSC from Board of Secondary Education, Hyderabad

**WORK EXPERIENCE**

**1 Worked as General Accountant in Breeze Chiller Transport L.L.C .from 02/2017- 10/2019 in, Dubai ,U.A.E .**

* Preparation of monthly collection REPORT
* Making payments for the supplier.
* Follow up with customers for the overdue payments.
* Keeping up to date vendor ledger and customer ledger.
* Printing out monthly aging receivable report.
* Monthly closing balance sheet and P&L.
* Prepares and monitors grants and categorical program reports.
* Preparing Vat reports for FTA submission.

Bank Transactions:-

* Monitors and maintains appropriate bank balances. .
* Depositing and withdrawal cheques in bank.
* Reconciles bank statements and researches and resolves discrepancies.

Petty Cash and Payroll:-

* Handling of Payroll Sheets, Annual Leave Salary, Final Settlement of Staff / Workers in excess of 200 staffing numbers.
* Making monthly salaries .
* Making Bank transfer advices for Staff / Workers to respective bank a/c.
* Petty cash handling and verifying its expenses and making payment voucher for reimbursement.

**2.Worked as Assistant Accountant /Payable, Invoicing, In Direct Shipping Services L.L.C. Jebel Ali**

**Dubai ,U.A.E ( 2015 )**

**Duties and Responsibilities:**

* Invoice customers who require shipping to several locations.
* Preparing payments for shipping line as per their debit note
* Responsible for generating monthly invoices to clients with credit terms.
* Liaising with overseas agents regarding freight invoices
* Emailing invoices and documentation to clients within scheduled time frames
* Responsible for checking each invoice for accuracy and maintaining invoicing log
* Maintaining aging report and developing monthly aging report for accounts receivables
* Assisted accounts receivable in collecting from severely delinquent accounts.
* Updating all transactions to company ERP system for each shipment
* Handling of Payroll Sheets, Annual Leave Salary, Final Settlement of Staff / Workers in excess of 100 staffing numbers.
* Making Bank transfer advices for Staff / Workers to respective bank a/c.
* Petty cash handling and verifying its expenses and making payment voucher for reimbursement.

1. **Worked As Accountant In CROWN LOGISTICS & SHIPPING ,HYDERABAD, INDIA (Mar 2012- Jun 2014)**

Payable & Receivable:-

* Looking for Accounts Payable and Accounts Receivable.
* Preparation of monthly collection REPORT
* Making payments for the supplier.
* Follow up with customers for the overdue payments.
* Keeping up to date vendor ledger and customer ledger.
* Printing out monthly aging receivable report.
* Prepares and monitors grants and categorical program reports.

Bank Transactions:-

* Monitors and maintains appropriate bank balances. .
* Depositing and withdrawal cheques in bank.
* Reconciles bank statements and researches and resolves discrepancies.

Petty Cash and Payroll:-

* Handling of Payroll Sheets, Annual Leave Salary, Final Settlement of Staff / Workers in excess of 200 staffing numbers.
* Making monthly salaries .
* Making Bank transfer advices for Staff / Workers to respective bank a/c.
* Petty cash handling and verifying its expenses and making payment voucher for reimbursement.

***Technical Skills & Software skills:***

* Diploma in Computer Application **(DCA)**
* Diploma in Computer Hardware **(DCH)**
* **Microsoft Certified .MCITP** (2008 SERVER), **MCSA** (2012 SERVER), **MCSE** (2012 SERVER).
* Operating System: MS-DOS, Windows98, Windows XP, Windows 7, windows 8

***ACCOUNTING PACKAGES*:**

* (Sap Fico )
* (Tally-ERP9, Wings, and Focus, Peachtree,Quick Books.)
* (Sales tax, excise duty, c.s.t, Vat, Tds, Payrolls)

***STRENGTHS:***

* Good verbal and communication skills
* Hard working, initiative, can work in both team and individual environments,“Can-do” attitude.
* Ability to deal with people diplomatically
* Good organizational skill & managing abilities
* Ability to handle any typical task.
* Good at visualization.

**PERSONAL PROFILE:**

Father’s Name : Late Khaja Raheem Uddin

Date of Birth : 10 - 12 – 1991

Languages known : English, Hindi &Telugu.

Passport no : M 2934736

Passport validity : 01-12-2024

Visa status : Visit Visa Till(20-03-2020)

Driving License : Valid U.A.E. Driving license.

Declaration

I hereby declare that the statements mentioned above are true to be the best of my knowledge and belief.

Place: Dubai, U.A.E

Date

(KHAJA YOUSUF UDDIN)