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***SHAIKH ASFAQUE ALI****{B.Com In Accounting}*

*Flat No.303, GYM Building ,Near Musalla Tower, , Burjuman, Dubai, UAE*

***Mob*** *- +971-582420223*

***Email*** *-* *skasfaqueali@ymail.com*

*PROFESSIONAL PRÉCISE*

*Bachelor of Commerce and experienced accounting professional offering 9+ years of hands on experience both in India and abroad (Saudi Arabia/UAE).*

*Looking to advance in career and seeking a responsible position in accounts and finance in an organization that provides me a scope for utilizing my skill and experience and help me in achieving both organizational and personal goals.*

*Organizational History*

***Desert Group, Dubai, UAE***

*Accounts Receivables (AR), Manage day-to-day Accounts Payable (AP), Treasury Management, Taxations, Final Accounts, MIS & Reporting*

***National Contracting Company Ltd.NCC, Saudi Arabia***

*Accounts Payable Process and Management, Supplier Invoice Verifying & Booking, Order Booking*

***Country Vacations, Bhubaneswar (A Division of CCIL)***

*Petty Cash Management, General Accounting Entries, Customer Collection*

*COMPUTER SKILLS*

***Computer Skills:***

* *Tally, Microsoft Dynamics Navision, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook& Internet application*

*PROFESSIONAL EXPERIENCE*

***Dubai Garden Centre (The Desert Group), Dubai, UAE: (Appointed as Accountant From 19-09-2018 To 05-04-2020)***

* *Generating Customer Invoices and Credit memo processing, Bank deposits*
* *Posts customer payments by recording cash, checks, and credit card transactions*
* *Verify discrepancies by and resolve clients’ billing issues*
* *Customer Reconciliation and Matching with Our Books of Accounts*
* *Generate Customer Ageing, facilitate payment of invoices due by sending reminders and contacting clients*
* *Manage Day-to-Day Accounts Payable (AP) And Management*
* *Booking, Verifying &Supplier Invoice processing For Making Payments, Debit Memo processing*
* *Verifying and Booking the Petty Cash Accounts for Reimbursements of Expenses*
* *Cash Reconciliation, Bank Recon, Supplier Recon, Intercompany Recon*
* *Letter of Credit (LC) establishment and Payment as per term*
* *Telegraphic Transfer (TT), Trust Receipt (TR), Wire Transfer*
* *Formulating Cash Flow Statement, Prepare Profit and Loss, Trial Balance, Balance Sheet and Monthly MIS Report*
* *Prepare all the report for the yearend audit and internal audit including Receivable, Payable, Scheduled*
* *Performing Closing Entries I.e. Prepayment, Accruals, Provision*
* *Making Adjustment Entries, Journal Entries and General Ledger*
* *Preparing & Payment of VAT Retune Monthly Basis*
* *Budget preparation*

***National Contracting Company Ltd. NCC,(Rezayat Group) Saudi Arabia :(Appointed as Accounts Executive From 02-09-2014 To 24-08-2018)***

* *Vendor Code Creation and Documentation*
* *Prepare &Book Supplier /Vendor Purchase Order,Work Order*
* *Supplier Invoice Verifying, Booking and Processing for Making Payments*
* *Responsible for Monthly Ageing Analysis of Suppliers & Sub-contractors For Payment*
* *DebitMemo processing*
* *Reconciliation of Vendors & Sub-Contractors A/c*
* *Assist in Month End Closing& Provide Supporting Documents for Audit*
* *Involves in Physical Stock Verification*
* *Petty Cash verifying, booking and process for the site reimbursement*
* *Making Adjustment Entries, Journal Entries and General Ledger*

***Country Vacations :(Appointed as Accounts Assistant From 17-04-2010 To 31-08-2014)***

* *Generating Customer Invoices and Credit memo processing*
* *Posts customer payments by recording cash, checks, and credit card transactions*
* *Bank Deposits and Bank Recon*
* *Generate Customer Ageing, facilitate payment of invoices due by sending reminders and contacting clients*
* *Supplier Invoice Verifying and Processing for Making Payments, DebitMemo processing*
* *Petty Cash Handling, Booking for Payments, Cash Recon*

*ACADEMIC CREDENTIALS*

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| *EXAM* | *UNIVERSITY / BOARD* | *YEAR* |
| *BACHELOR OF COMMERCE(ACCOUNTS)* | *Utkal University, Odisha* | *2009* |
| *INTERMEDIATE OF COMMERCE* | *Council of Higher Secondary Education, Odisha* | *2006* |
| *10thHSCE* | *Odisha Board* | *2004* |

*PERSONAL DOSSIER*

*Father’s Name:SkRahat Ali*

*Date of Birth:9th May 1988*

*Sex :Male*

*Marital Status: Married*

*Nationality : Indian*

*Language Known: English, Hindi, Oriya, Urdu, Arabic*

*Permanent Address: At/Po- Rasulpur, Via- Naliber, Dist- Jagatsinghpur, Odisha, India-754104*

*DECLARATION: I hereby declare that the above-mentioned statement is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars*

*Date :(Shaikh Asfaque Ali)*

*Place :*