



**SYED ABDUL BAIS**  
ACCOUNTANT

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🌐 Indian.  
📅 08-Nov-1992  
📍 Deira, Dubai, United Arab Emirates

### CAREER OBJECTIVES:

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.



### ACADEMICS:

**ACCA** (Association of Chartered Certified Accountants)  
(Pursuing)



### BACHELOR OF COMMERCE B.COM

Bangalore University,  
Bangalore, India.  
(Accounts & Finance)



### WORK EXPERIENCE

#### SISO ACADEMY

ACCOUNTANT (June 2015-June 2018)

##### Roles & Responsibilities:

- ★ Coordinates the preparation of regularly scheduled and special billings, costs reports, analyses, studies, inventories, and preliminary financial statements
- ★ Prepares, reviews, and processes budget, revenue, expense, payroll, and related correcting entries and prepare bank reconciliations of intermediate complexity
- ★ Constructs routine spreadsheet applications, prepares financial data for input into finance and human resources systems, and generates reports
- ★ Reviews and approves expenditure, personnel, and purchasing documents for availability of funding
- ★ Analyzes, reconciles, balances, and maintains accounting records; develops budgets and special financial reports.
- ★ Assist in audit activities.
- ★ Coordinate and monitor data processing batches including suspense control, cash counts, and balancing
- ★ Working with all departments and the management team to help make financial decisions



##### AREA OF EXPERTISE:

**GENERAL LEDGER**

**FINALIZATION OF ACCOUNTS**

**CASH FLOW STATEMENT**

**BANK  
RECONCILIATION**

**VAT  
(VALUE ADDED  
TAX)**

**IFRS  
(INTERNATIONAL FINANCIAL  
REPORTING STANDARDS)**



## INTERPERSONAL SKILLS:

- ★ Adaptability.
- ★ Growth addicted.
- ★ Multitasking.
- ★ Analytical.
- ★ Strong Work Ethics.
- ★ Time Management.
- ★ Problem Solving.
- ★ Critical Thinking.
- ★ Teamwork.
- ★ Readiness to learn.
- ★ Self-motivation.



## IT CERTIFICATIONS:

- ★ Microsoft Office Course.
- ★ Microsoft Advance Excel Course.
- ★ Tally ERP 9 Course.



## SOFTWARE & IT SKILLS:

- ★ Tally ERP 9.
- ★ MS Advance Excel.
- ★ MS Office.
- ★ Outlook



## LANGUAGE KNOWN:

- ★ English: ★ ★ ★ ★ ★
- ★ Urdu: ★ ★ ★ ★ ★
- ★ Kannada: ★ ★ ★ ☆ ☆
- ★ Arabic: ★ ★ ☆ ☆ ☆



## STRENGTHS:

- ★ Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- ★ Ability to work independently as well as with team.
- ★ An ability to work effectively with people in diverse environments and at all levels within an organization
- ★ Resourceful in the completion of projects, effective at multi-tasking.
- ★ An ability to communicate complex ideas in a clear and simple way.



## REWARD & RECOGNITIONS:

- ★ Best Class Representative at Bhatkal Academy.
- ★ Awarded one of the highest achievers at Pre-University college for scoring 100/100 in Business Studies.
- ★ Awarded one of the highest achievers at Bhatkal Academy for scoring 100/100 in Accountancy.
- ★ Awarded Runner up for Finance speaker at Surana College