



KHAJA YOUSUFUDDIN

SENIOR ACCOUNTANT:
EXPERIENCE OF 8 YEARS

CONTACT



+971 0502237861



khajayousufuddin99@hotmail.com

EDUCATION

Bachelor of commerce

2012-2014

Satavahana University

Board of Intermediate

2010-2011

SSC

Board of secondary
2009

IT FORTE

- MS-Office
- Tally
- Creativity
- QuickBooks
- Outlook
- key profit
- Peachtree
- SAP

ABOUT ME

A qualified, hardworking and result oriented professional having more than 8 years of work experience in Finance & Accounting department in UAE I am a reliable and dedicated individual aiming to work in a reputed organization to secure a responsible position while sharing my experience and abilities for mutual growth and success.

CORE COMPETENCIES AND SKILLS:

- Accounts Receivable & Payable
- Profit & Loss a/c & Balance sheet
- Accounts Finalization
- Collection, Payments & Aging Reports
- Prepayments, Provisions & Fixed Assets Register
- Customer Relationship
- Inventory Reconciliation
- Ledger & Bank Reconciliation
- Value Added Tax
- Internal & External Audit Coordination
- Tally ERP 9 & I-Pack & SAP
- VAT Reporting
- Sales invoices
- Petty Cash

LANGUAGE

English

Hindi

Telugu

EXPERIENCE

Accountant At AL Amjad World Freights & Logistics LLC (Dubai) (currently)

- ◆ Ensure that all accounts responsibilities are handed efficiently and effectively.
- ◆ Perform day to day financial transactions, including verifying, classifying, posting and recording accounts data.
- ◆ Generating Sales Invoices and Submitting to customers on time
- ◆ Preparing payments to shipping lines as per outstanding.
- ◆ Verify the invoices and other accounting documents to evaluate their accuracy, legality, and adherence to company policies.
- ◆ Managing accounting payable and receivables of the firm.
- ◆ Maintain all accounting voucher Entry and Petty cash Maintenance.
- ◆ Cheques Preparation, daily wise cash & Cheques deposited in a bank.
- ◆ Sending SOA weekly and monthly basis, follow up to the person to collect the payment on time.
- ◆ Ensure SOA update correctly and resolve the invoice correction & disputes within time.
- ◆ Reconciliation bank statements by comparing transactions to the general ledger.
- ◆ Preparing the debtors aging twice a month for review and update to the management.
- ◆ Responsible for all provisions, Prepaid and Fixed assets register.
- ◆ Preparing the Profit and loss at the month end and submitting to management.
- ◆ Participate in Internal audits with implementing advices with immediate effect.
- ◆ Filing quarterly vat returns to FTA on time.
- ◆ Submitting vat refund request along with documents in FTA on time.
- ◆ Reconcile financial discrepancies by collecting and analyzing account information.
- ◆ Maintain all the files documented properly with necessary approvals and supporting doc.
- ◆ Assisting auditor in annual audit with supporting docs.
- ◆ Check and verify the sales invoices with the Purchase order and delivery note, dispatch the invoices to customers on time in order to avoid payment delays.

Accountant at AL Mashaweer Transports & Logistics LLC (Dubai)(2021-2022)

- ◆ Perform day to day financial transactions, including verifying, classifying, posting and recording accounts data.
- ◆ Verify the invoices and other accounting documents to evaluate their accuracy, legality, and adherence to company policies.
- ◆ Ensure that all accounts responsibilities are handed efficiently and effectively..
- ◆ Sending SOA weekly and monthly basis, follow up to the person to collect the payment on time
- ◆ Managing accounting payable and receivables of the firm.
- ◆ Process the payments after reconciling and verifying the documents & approvals as per the terms in LPO.
- ◆ Ensure SOA update correctly and resolve the invoice correction & disputes within time.
- ◆ Reconciliation bank statements by comparing transactions to the general ledger.

- ◆ Preparing the debtors aging twice a month for review and update to the management.
- ◆ Responsible for all provisions, Prepaid and Fixed assets register.
- ◆ Ensure General Ledger entries are accurate and are in line with Company Procedures.
- ◆ Preparing the Profit and loss at the month end and submitting to management.
- ◆ Assist to submit Weekly/monthly reports and VAT reports and filing.
- ◆ Reconcile financial discrepancies by collecting and analyzing account information.
- ◆ Maintain all the files documented properly with necessary approvals and supporting doc.

General Accountant at Breeze Chiller Transports LLC (Dubai) (2017 - 2019)

- ◆ Generating Sales Invoices and Submitting to customers on time.
- ◆ Maintain all accounting voucher Entry and Petty cash Maintenance.
- ◆ Maintain day to day Accounts & reports on time.
- ◆ Follow up of Debtors payments and Age wise analysis.
- ◆ Cheques Preparation, daily wise cash & Cheques deposited in a bank.
- ◆ Bank Reconciliation and Reconciliation of Debtors & Creditors.
- ◆ Maintain fixed assets register, Depreciation on fixed assets.
- ◆ Working closely with invoicing team for invoices dispatch to the customers ontime.
- ◆ Assist to submit Weekly/monthly reports and VAT reports and filing.

Accounts Assistant at Direct Shipping Services / Global Cargo (UAE) (2015- 2016)

- ◆ Responsible for all payables and receivables including Dubai customs & DP worlds.
- ◆ Ensure appropriate documentation and approval for invoices prior to payment.
- ◆ Processing Vendor invoices in compliance and with financial policies and procedures.
- ◆ Charge expenses to cost centers by analyzing invoices/expenses reports reconciliation.
- ◆ Reconcile supplier and customer statements investigating and correct the discrepancies.
- ◆ Reconcile processed work by verifying entries and comparing system reports to balances supplier payment information.
- ◆ Sending weekly and month statement of account to suppliers and follow up with debtors for outstanding payment.
- ◆ Ensure SOA update correctly and resolve the invoice correction & disputes with in time.
- ◆ Working closely with invoicing team for invoices dispatch to the customers on time.
- ◆ Manage and update supplier files make sure all relevant information is available on every supplier.
- ◆ Ensure to prepare the sales and P&L reports on time and reporting to accounts head.
- ◆ Assist with monthly and year end closing books with ensuring general ledger entries are accurate and in line with company procedures and accepted accounting practices.

AREAS OF EXPERTISE :

Leadership

Quik Books

Microsoft Excel

Microsoft Outlook

CRM

Key profit

SAP

Tally ERP

Peachtree

■ STRENGTH

Leadership

The act of guiding a team or individual to achieve a certain goal through direction and motivation

Attention To Details

The ability to focus on what really matters and be able to perform your duties efficiently and effectively.

Time Management

Time management is essential for accountants to possess because, once again, deadlines don't wait on anyone.

■ HOBBIES

- Learning
- Driving
- Cooking
- Traveling
- Movies

■ ADDITIONAL INFORMATION

- Professional Accountant with experience in every procedural cycle of Accounting process.
- Commitment to high quality standards of accounting work.
- Follow Confidentiality and authentic.
- Good at numerical and analytical skills.
- Excellent time managementskills.
- Evaluating accounting options and making recommendations.

■ PERSONEL INFORMATION

Driving license	:	UAE Valid
Nationality	:	Indian
Birth Year	:	1991
Passport Validity	:	01-12-2024
Visa Status	:	Employment

■ ACHIEVEMENT

- Saved the company from spending money.
- Built and maintained strong client relationships.
- Exceeded your monthly targets.
- Achieved financial gain.
- Used financial forecasting to reduce risks.

■ DECLARATION

The information published above are true to the best of my knowledge and if Given an Opportunity, I will strive for Quality and efficient work with obedience and sincerity to work as my main goal.

Date :
Place : Dubal

(Khaja yousufuddin)