

# Mirza Yaseen Baig

## **Accountant**

Warangal, Telangana

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+971-58-944-3140

Desire to join with a progressive organization that gives me scope to apply my knowledge and technical skills, and to be part of the team that dynamically works towards for the growth of the organization.

## Work Experience

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### **Accountant cum Admin incharge**

Hitham Medical Devices and innovations

September 2018 to January 2020

worked as a Accountant cum Admin in charge.  
Manage all company Accounts with individually

### **Accountant**

Shifa al Jubail Medical Center

September 2014 to September 2018

MY ROE L AT SHIFA AL JUBAIL MEDICAL CENTER:- Shifa Al-jubail medical center has been involved in health care business since a long time, over the time, we have built a solid reputation for providing top quality medical care at reasonable price, we select and recruit doctors & medical staff largest & reputed hospitals in other countries. There people are selected due to their high qualification & good experience in diagnosis & treatment of all kinds of diseases.

#### **JOB RESPONSIBILITIES:-**

- Updating records on daily basis, vouchers generation etc
- Maintaining Daily cash Reports.
- Follow up with the vendor for the payments.
- Daily Stock Report Maintaining.
- Maintaining office Expenses reports.
- Data enter invoices for payments
- Record all cheques
- Prepare manual cheques as and when required
- Maintain listing of accounts payable
- Maintain inventory files
- Maintain the general ledgers
- List all vendor cheques in the log book
- Print and distribute monthly financial reports
- Prepare vendor cheques for mailing
- Maintain a filing system for all financial documents
- Maintain updated vendor files and file numbers

### **Accountant**

AL-SALE EASTERN COMPANY PVT.LTD

July 2010 to February 2013

In Dammam (K S A)

From July 2010 to Feb 2013 as a Accountant

MY ROLE AT AL SALE:-

AL-SALE: - Company has the privilege of being one of the leading companies in the field of weighing systems and scrap processing. Al Sale Company is proud of having its weighing system installations in Oman, Kuwait Bahrain and U.A.E. Al Sale Main Task old scrap purchasing and Scrap Recycling and Weighing Scale Company which is located at DAMMAM (K.S.A) AL-SALE Eastern Company. With strength of 120 employees,

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### **Accounts Executive**

Taj Software Pvt. Ltd - Hyderabad, Telangana

April 2008 to May 2010

MY ROL E AT TAJ SOFTWARE:- TAJ is a Software Unit and Staffing company which is located at Brooklyn, NY, USA, and the offshore company operations are made from Hyderabad with different division as TAJ Software Systems Corp., with strength of 30 Consultants and 30 employees who are in the Software Development & Staffing.,

JOB RESPONSIBILITIES:-

- Updating records on daily basis, vouchers generation etc.
- Maintaining cash & petty cash book.
- Bank reconciliation.
- Calculating the salaries of the staff and handling the records of vendors.
- Raising the invoices as per the timesheets of the professionals.
- Follow up with the vendors for the payments.
- Preparing the MIS for A/R reports, A/P reports.

- Record all cheques
- Prepare manual cheques as and when required
- Maintain listing of accounts payable
- Maintain inventory files
- Maintain a filing system for all financial documents

## Education

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### **B.Com**

Islamia Degree College

April 2008

## Skills

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ACCOUNTS PAYABLE, INVOICES, FILING, VOUCHERS, ACCOUNTING, Accounting package india and gulf

## Additional Information

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### ACCOUNTING SKILLS:-

- Tally 6.3, 7.2, 8.1, Tally, ERP-9 with GST(6.5.1) Focus, Wings 2000, Busy
- Ex-Next Generation, Ace, Good will.
- Gulf Accounting package, Peachtree, Daceasy

SOFTWARE SKILLS: -: Oracle 7.3, 8.0, 8i

: Developer 2000 (Forms 4.5, 6/6i)

- Operating Systems: Windows Ms- Dos, Windows 95, 98, NT, 2000, XP, Server 2003, windows 8.
- OFFICE TOOLS: MS OFFICE, word, Excel, Access. power point

INDIA WORK EXPERIENCE: -: worked with Hitham Medical Devices  
And Innovations Pvt. Ltd  
(Medical Equipment Company)  
From Nov 2018 to Jan-2020 as  
Accountant & Admin In charge

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STRENGTHS: HONESTY, CONFIDENT, POSITIVE ATTITUDE

NATIONALITY: INDIAN/MUSLIM

MARITAL STATUS: MARRIED