

MOHAMMAD FIROZ AHMAD

P.O. Box: 39913, Abu Dhabi, UAE

Email Id: cafirozahmad@gmail.com,

Contact: + 971 50 940 1253

**Having Valid UAE Driving License**

A finance professional with **MBA in Finance and C.A (Inter)** having 16 years and 6 months of professional work experience in Accounts Payables & Receivable, Internal Audit, P & L A/c, Balance Sheet with strong analytical skill in documentation.

Professional strengths:

- Strong Knowledge of accounting principles and procedures.
- Generating reports and statistics that steer the organization to enhanced growth.
- Critical in making budget control recommendations.
- Establish and maintain a co-operative work relation.
- Excellent communication skills
- Strong analytical and problem-solving abilities with good relationship management skills.
- Task oriented and systematic with positive attitude and honesty.
- Good academic record with the achievement of throughout first division.

PROFESSIONAL EXPERIENCE**Eastern Engineering Services Group, Abu Dhabi, U.A.E.**

Accountant General since March'2015

Responsibilities:

- Maintenance of books of accounts, Finalization of Balance Sheet for Audit report.
- VAT related work and return filling as per Federal Tax Authority.
- Handled the routine accounting functions including bank reconciliation, payment and receipt entries, journal entries etc.
- Preparation of salary, overtime for labour and office staff and transfer through WPS as per UAE law.
- Preparation of leave salary, Gratuity and full & final settlement as per UAE law.
- Monthly reconciliation of Bank, Cash, suppliers & customers.
- Processed or supervised the processing of approximately 100-plus Invoices.
- Composed accounting reports, summarized monthly data.
- Handling with Bank Guarantee and Letter of Credit.
- Preparation of weekly and monthly report for management.

TM Lab Systems LLC, Abu Dhabi, U.A.E.

Accountant January'2013 to February'2015

Responsibilities:

- Maintenance of books of accounts, Finalization of Balance Sheet.

- Handled the routine accounting functions including bank reconciliation, payment and receipt entries, journal entries etc.
- Handle all banking and cash issues.
- Preparation of salary, overtime for labour and office staff and transfer through WPS as per UAE law.
- Preparation of leave salary, Gratuity and full & final settlement as per UAE law.
- Handled the cash payment and receipts.
- Meet the day-to-day expenses through petty cash.
- Responsible for day to day transactions (Receivables and Payables)
- Preparation of purchase order and make payment through Internet.
- Preparation of Invoice and contact with client for payment.
- Handling with Bank Guarantee and Letter of Credit.
- All transaction maintains in excel sheet and accounting software.
- Preparation of cost sheet for project wise for evaluation is profitable or not.
- Preparation of weekly and monthly report for management.
- Monthly reconciliation of Bank, Cash, suppliers & customers.

Globe Detective Agency Pvt. Ltd., Delhi, India

Asst. Accounts Manager (From March'2010 to December'2012)

Responsibilities:

- Maintenance of books of accounts, Finalization of Balance Sheet after reconciling parties, with relevant Schedules. Compliance of All Relevant Statutes.
- Preparing and filing of Service tax, Income tax Returns.
- Handled the routine accounting functions including bank and branch and reconciliation, payment and receipt entries, journal entries etc.
- Preparation of periodic financial statements in accordance with Accounting Standards.
- Preparation of salary including Provident Fund and Employee State Insurance Corporation.
- Management letter of credits and other bank finance facilities.
- Handled the cash payment and receipts.

ARTICLESHIP

SUNIL K GUPTA & ASSOCIATES (CHARTERED ACCOUNTANT), Delhi, India

Audit in charge (From February'2007 to February' 2010)

Responsibilities:

- Income tax and Sales Tax assessment
- Submission of Final Audited report to the Management.
- Filing of annual returns with registrar of companies
- Supervision of Audits of different departments like Purchase, Sales, Stores, Finance and Human Resource etc.
- Finalization of Internal & Statutory Audit Report, Annual Returns, Registration of Companies, Inspection of Documents at the ROC, submission of various other forms before ROC.
- Compilation of Statutory & Internal Audit of Companies

Home stores India Ltd. New Delhi, India

Account Assistant (From February'2005 to October'2006)

Responsibilities:

- Maintenance of books of accounts, and reconciling parties.
- Daily bank reconciliation of all the banks.
- Daily sales & purchase entry from daybook.
- Regular follow-up with Dealers for payment and delivery.
- Handling of Internal Audit of stores, purchase & sales.
- Managing the accounts payable & accounts receivable function.
- Preparation of various reports like Monthly P & L, Monthly BLS, Fund Position reports, Debtors & Creditor age wise analysis, overdue debtor & bad debt.
- Handled the matters of TDS, Service Tax, Advance Tax, FBT & Other Statutory Compliances.
- Maintenance of Bank, Branch, Sales and Purchase reconciliation.

PROFESSIONAL QUALIFICATIONS

- CA Inter from ICAI, New Delhi, India in November 2006.
- MBA (Finance) from IMT Ghaziabad, U.P., India in December 2008.

ACADEMIC QUALIFICATIONS

- B. Com (Hons.) with first division from L.N.M. University, Bihar, India.
- Intermediate with first division in Science from B.I.E.C., Patna, India.
- Matriculation with first division from B.S.E.B., Patna, India.

COMPUTER PROFICIENCY

- MS-Word, Excel, Power Point, Internet Applications.
- Accounting Packages Tally all versions & QuickBooks.

PERSONAL INFORMATION

Sex	:	Male
Date of Birth	:	21 May 1980.
Passport No.	:	K 9805466
Date of Expiry	:	18/11/2022
Religion	:	Islam
Marital Status	:	Married
Language Known	:	English, Hindi & Urdu
Father's Name	:	Mr. Md. Faizuddin.
Address	:	Daniyalpur, Teghra, Begusarai (Bihar) 851133, India.

Date:

Place: Abu Dhabi

(Md. Firoz Ahmad)