

Mohammed Ateeq Ahmed Khan

Mobile No. +971 501673223

Email: ateeq.khan2k@gmail.com



CORE COMPETENCIES

FINALIZATION OF ACCOUNTS

VAT FILLING

ACCOUNTS RECEIVABLE

ACCOUNTS PAYABLE

GENERAL LEDGER

REPORTING

CASH FLOW & BUDGETING

LIAISING WITH AUDITORS

- MBA Finance experienced in Accounting, Reporting, Financial Statements & Taxation.
- 10+ years of UAE experience in Accounts
- 4-year experience in Real Estate Development in Abu Dhabi Senior Accountant.
- 4 Years' experience in Owner Association in Dubai Properties
- Preparation of Tax return after finalizing the accounts.
- Command on MS office.
- Assisting FM in Budget and & Cash Flow.
- Effective communicator with good interpersonal & presentation skills.

Career Progression

Al Rabeeh Academy LLC (Royal Group)

Abu Dhabi UAE

Senior Accountant

Sep 2019 - Present

Company Profile:

The Academy has a high commitment to academic success and provides a well-rounded education for our students. Our teachers are committed to challenging and inspiring each student to achieve their dreams and to become passionate learners. Teachers strive to make learning relevant and fun. We aim to increase children's awareness of 21st Century learning skills, while focusing on innovation and technology, to prepare them for a rapidly changing world

Responsibilities:

- Analyze monthly revenue to ensure it recognize accurately.
- Passing necessary journals for the intercompany related transaction and reconcile the same.
- PO and AP Invoice approval in line with budget.
- VAT filling for entities.
- Review and process the payroll.
- Assist Finance Manager for the monthly cashflow and Budget preparation.
- Ensure the monthly accruals are booked accurately.
- Book Prepaid Expenses and amortized into monthly
- Handled routine fixed asset accounting duties, post all purchase and sale transactions.
- Assist to the Finance Manager as and when require
- Prepare variance analysis report (Budget Vs Actuals) and submit to the management for their review.
- Review and reconcile all GL accounts.
- Prepare monthly financial statement.
- Monthly and yearly closing in line with company policies.
- Assisting & coordinating with auditor for completion of yearly financial Audit report.

Tourism Development & Investment Company (TDIC)
Senior Accountant

Sep'2015 to Aug'2019
Abu Dhabi, UAE

Company Profile: -

Tourism Development & Investment Corporation (TDIC) is the master developer of major tourism cultural and residential destination in Abu Dhabi. TDIC has launched a range of projects in the residential, hospitality and leisure sectors. A number of large-scale cultural, educational and retail projects are scheduled for delivery in the next few years including three world-class museums, educational institutions and a retail development that will transform Saadiyat into the region's top destination.

Job Responsibilities:

- VAT Filling for the TDIC and F&B entities.
- Preparing, the VAT Invoices, releasing and posting of Sales Invoice to the customer.
- Booking of AP Invoices.
- Monthly booking of Utilities like Etisalat & ADDC

- Vendor Reconciliation.
- Adhering the standard for invoicing as per the guidelines by FTA.
- Preparing the VAT Input and Output calculation for the FTA filling.
- Passing necessary the journals for the intercompany related transaction and reconcile the same.
- Verification of Bank deposits, transfers, from customers CRM team, recording the same after applying the same to invoices.
- Monthly Revenue recognition based on the IFRS 15 for the under-construction Villa and Apartments.
- Determining the cost of sale for each villas & apartment and accruing the cost for the same.
- Monitoring the inflow of Payment Collections for the various project and accounting the same by project wise.
- Summarize & recording the deferred revenue and reconcile the same.
- Reconciliation of Sub ledger with General Ledger.
- Work closely with the General Accounting Manager and ensure proper control accounts are
- Mapped and set up correctly in the sub-ledger module of Accounts Receivable.
- Debtors' scrutiny with aging analysis & follow up for the payments by sending reminders to the customers.
- Review receivable ageing on a quarterly basis and provide bad debt provision as required should adhere to company policies.
- Coordinate with the internal and external auditors during the audit phase.

Taziz Property Management Solutions. (Dubai Properties Group)
Accountant

Dec'2011 to Aug'2015
Dubai, UAE

Company Profile:-

Taziz Property Management Solutions, a member of Ejadah Asset Management Group under Dubai Holding. Ejadah Asset Management was formed in 2004 with the objective of providing asset management services to real estate developments, focusing mainly on Dubai Properties developments. Taziz Property Management is the leading management service in the region with the specialized team in both freehold and leasehold portfolio.

Job Responsibilities: -

- Responsible for maintaining receivable for Owner Association.
- Ensure to issue the Service Charge Invoices according to RERA approval & guidelines.
- Preparing and issuing service charge invoices for 5000+ apartments periodically as per company financial procedures and policies.
- Maintain PDC report to consider while issuing service charge invoices.
- Reconcile the Customer account.
- Accounting all receipts. like service charges, Dewa bills , PO Box , Storage Rent , Deposit , Admin Fee etc. into books.
- Passing adjustment entries relating to service charges deposit in wrong account.
- Monthly Bank reconciliation for 65+ accounts
- Preparing monthly cash flow report.
- Monitor daily collection & presenting monthly collection report to the management by tower wise.
- Updating all Customer details in Customer Database through all possible sources (PDS, Emails, personal interaction etc.
- Debtors' scrutiny with aging analysis & follow up for the payments by sending reminders to the customers.
- Presenting the debtors outstanding list as per voting rights criteria for the Interim Owners' Association Meeting
- Handling Petty Cash voucher and reconcile the same
- Issuance of Clearance letter for the sale of apartment.

Maxtouch Computer LLC
 Accountant

Jul'09 to Dec'11
 Dubai, UAE

Job Responsibilities: -

- Responsible for maintaining Accounts Payables & receivable.
- Monthly Bank & Ledger reconciliation.
- Reconcile the vendors account before releasing any payment.
- Preparing monthly cash flow report.
- Debtors' scrutiny with aging analysis & follow up for the payments by sending reminders to the customers.
- Preparation of Import & Local Purchase Orders.
- Record all Purchases & Sales transactions, give monthly report of Sales and Purchases and keep invoices in order.
- Booking of Prepaid Expenses and amortization into monthly
- Monitor daily collection report of cash / cheques (personal & post dated) / bank transfers, credit card & presenting monthly collection report to the management.
- Conducting & supervising physical stock on quarterly basis or as per the requirements for presentation of reports to the management.
- Handling Petty Cash voucher and reconcile the same
- Calculating incentives for employees as per company norms.

Academic Achievements

Masters of Business Administration (Finance) - MBA

Osmania University - India

Year 2007

Bachelor of Commerce - B.Com

Osmania University - India

Year 2005

Board of Intermediate

Hyderabad - India

Year 2002

Technical Skills

- Oracle Financial Module - ERP (office application)
- Citrix (office application)
- MYOB (office application)
- Tally, Sage, Engage, Horizon
- Proficient in the use of: MS-Office - Word/Excel/Outlook.

Personal Information

Nationality	:	Indian
Date of Birth	:	15 Aug 1984
Languages	:	English / Hindi / Urdu
Marital Status	:	Married
UAE Driving License	:	Yes
Visa Status	:	Residence