

ABID HUSSAIN**+968 98989460****abid.hussainmba@gmail.com****OBJECTIVE**

It is hereby learnt by me that a challenging and great opportunity from your prestigious and esteemed organization is looking for a suitable candidate to serve your organization. So I present myself to you be kind enough to give an opportunity to serve your organization in the capacity mentioned in my curriculum vitae. I can prove myself as a valuable asset to your company in all aspects.

WORK EXPERIENCE

- 3 Years' Experience as Accountant Cum CA Assistant **Shekar Patel & chartered Accountant Firm.**
- 1 years' Experience as "Accountant cum Admin, Rise & shine Fire Protection LLC Dubai UAE.
- 2 years' Experience as "Accountant cum Admin Al Aktham Restaurant Sultanate of Oman Muscat (Mar 2018 to JULY 2020)
- 3.5 Years' Experience as Senior Accountant cum Admin Msyal Industries LLC Manufacturer Sultanate of Oman Sohar (July 2020 to till date.

JOB PROFILE

- Handling various accounts like Accounts Receivables, Accounts, Payable, Cash disbursement, Cash Receipt, Journal Voucher, and other financial matters.
- Maintenance of Daily cash and General ledger books.
- Preparation of monthly bank reconciliation statement.
- Preparation of salary sheet for employees. Updating the employee records.
- Allocation of revenues and expenses as per branches.
- Preparing reports needed by the management.
- WPS Register Prepare with MOL Wise
- Preparing detail reports for general ledger accounts.
- Follow up for the payments from the clients.
- Keeping aging for all receivables and payables.
- Vat Quarterly Return Filling Oman
- Oman Market Knowledge
- Tender submitting.

ACADEMIC QUALIFICATION

- **Bachelor of Commerce (B.com)**
- **Post Graduate Master of Business Administration (MBA Finance)**

- ☞ **English typewriting Junior (Typing Speed 95% Accuracy) Karnataka Secondary Education Examination Board.**

COMPUTER KNOWLEDGE

- ☞ Ms-Office, Tally, **Excellent Knowledge in Internet**
- ☞ **Excellent knowledge in ERP software and Tally Prime.**
- ☞ **Excellent knowledge in Payroll processing in ERP software Outsources Labours & Staff Salary.**
- ☞ **Fundamentals of Computer & MS-DOS, MS-Windows, MS-Excel, Microsoft words etc.**
- ☞ **Excellent knowledge in Restaurant Solver Accounting software.**

TECHNICAL KNOWLEDGE

- ☞ **ABILITY TO HANDIL ALL TYPE OF MOBAILE POHONES, FAX, PHOTASTAT MECHANE**

LANGUAGE PROFICEIENCY

- ☞ **ENGLISH, COMMUNICATION SKILL (READ &WRITE, SPEAK)**
- ☞ **Kannada (Read, Write and Speak)**
- ☞ **Telugu (Read, Write and Speak)**
- ☞ **HINDI SPEAKING (Read, Write and Speak)**
- ☞ **ARABIC SPEAKING (Read and Speak)**

DUTIES AND RESPONSIBILITY

Key Achievements / Responsibilities

- Accounts Payables & accounts receivable
- Petty cash maintenance
- Daily invoice checking & sales
- Cash Deposited to BANK
- Check collection from customers
- Check issue to suppliers
- Preparing daily reports
- Prepare monthly Reports & reported to the finance department.
- Daily staff attendance maintaining and time keeping
- Prepare salary statement for employs
- Stock checking
- Prepare LPO and sending suppliers
- Introduced monthly Receivable MIS report for management.
- Reduced the amount of bad debts by strict and timely follow up.
- Managing Entire Debtors Cycle: - Completeness of Invoicing, Completeness of Credit Notes, Completeness and Accuracy of Receipts.
- Actions to minimize the receivable balance and thereby reduce the debtor days.
- Monitoring/Reporting breaches of credit terms/limits on a daily basis.
- Preparation of monthly Bank Reconciliation statement

- Excellent knowledge in internal Audit.
- Time sheet Outsource labors & Staff update in ERP Software
- Daily Sales Report Preparing
- Daily updating purchase and Requisition.
- Excellent knowledge in Leave Salary & Gratuity Calculation
- Internal Stock checking every 15 days.
- Daily Bases Production Entry.

B) Debt Collection Management

- Ensure customers pay within their agreed payment terms, chasing payments if necessary, as per the company's debt collection procedure.
- Effectively dealing with customer account queries / complaints, including liaising with other departments, to ensure they are brought to a satisfactory conclusion. To ensure all customer queries are logged and recorded on to the Enquiry Management system by creating support calls
- Setting up the terms and conditions of a loan
- Timely and effective collection of all debts and customers' payments
- Maintaining contact with clients to ensure invoices are clear for payment
- Resolving queries both internally and externally around outstanding invoices
- Providing accounts information to internal departments
- Fully manage the company's debtor's accounts, including opening and credit checking new accounts.

Financial

- **Preparation of bank reconciliation statement**
- **Liaison with Internal and External Auditors.**
- **Collection follows up from various clients.**
- **Timely Maintenance of books of accounts**
- **Finalization of Books of Accounts.**

COLE STRENGTH

- ☞ Hard working creative, dedicated, well-organized and positive attitude.
- ☞ Ability to work in multi-cultural environment

PERSONAL DETAILS

Name : **ABID HUSSAIN**
Date of Birth : **20/12/1990**
Father Name : **NOOR MOHAMMED**
Address : **5-7-53 Netaji Nagar Jhaniya Mohall**
Raichur-564101 Karnataka

Marital Status : **Married**
Nationality : **Indian**
Passport No : **M8708486**

Place of Issue : Bangalore
Date of Expire : 29/04/2025
Driving License : Valid Oman D/L

Declaration

I hereby declare that all the information given above is true to the best of my knowledge

DATE:

SIGNATURE

PLACE:

(ABID HUSAAIN)