



NOUSHAD SHAIK

ASST MANAGER - ACCOUNTS & FINANCE



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Dubai, UAE

PERSONAL DETAILS

- Date of Birth: 04/06/1990
- Nationality: India
- Marital Status: Married
- Visa: Employment
- Residence: Sharjah

CORE EXPERTISE

- Rich experience in the entire gamut of accounting & finance operations
- Building, maintaining, and improving complex

PROFESSIONAL SUMMARY

A detail-oriented Finance professional with over **8+ years of experience** and extensive understanding of market trends in addition to in-depth knowledge of statutory legislation and regulations; Possess high numeracy, strong communication, analytical and presentation skills. A reliable employee seeking the post of Senior Accountant, Chief Accountant, Asst. Accounts & Finance Manager position. Offering excellent communication and good judgment.

WORK EXPERIENCE

January 2015 - Current

HIRA INDUSTRIES LLC - Assistant Manager - Accounts & Finance, Dubai, UAE

- Track record of overseeing **financial statements** including Trial Balance, Profit & Loss Accounts, Balance Sheet, Cash flow Statement, and along with ratio analysis.
- Presentation of monthly and quarterly MIS report to the management.
- Accountable for maintaining and revising **budgets**, updating and creating budget accounting spreadsheets, and performing other technical duties related to budgetary control.
- **Maintain accounts receivable** records to **ensure aging** is up to date, credits and collections are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared.
- **Trade Finance** - Issue, advise, amend, and negotiate import and export **LCs' & TRs'**, assist the client in determining letter of credit terms, and ensure compliance with credit and trade policies.
- Ensuring accurate and timely processing of **payroll** in accordance with company regulations in coordination with HR to verify and approve it in SAP software.
- **Inventory Control** -Records purchases, maintains the database, coordinates with the inventory department, perform physical inventory count, and reconciles actual stock count to computer-generated reports.

data analysis models that help clients track their business and take strategic decisions

- Preparing and analyzing quarterly, half-yearly and annual reports and accounts for periodical reporting and presenting to directors

SKILLS

- Financial Reporting
- Payroll Accounting
- AR/AP expertise
- Trade Financing
- Client relationship
- SAP proficiency
- VAT returns
- MS Office Suite

CERTIFICATION

- CMA (Pursuing)

EDUCATION

MBA in Finance from

Jawaharlal Nehru

Technological University,

AP, India

- To prepare and submit **VAT reports** monthly and provide accounting and clerical support to ensure that financial transactions are in compliance with VAT regulations. Researching, analyzing, and interpreting changing tax legislation inside UAE and GCC. Working with VAT consultant in UAE and updating the changes to the management.
- Responsible for **reconciling bank accounts** against General Ledger monthly. Duties include reconciling checks and/or deposits, researching discrepancies, posting journal entries, processing check copy requests, filing, and other miscellaneous clerical tasks.
- Prepare and maintain per-hour **machine and labor costs** which is a part of the **Bill of material** in the SAP software.
- Shoulders the authority of **checking and approving Sales Orders, Quotations, and Delivery notes** which fall below the margin.
- Accurately documented **all cash, credit, fixed assets, accrued expenses**, and line of credit transactions.
- Monitor, track, and report the achievements of **Sales, Coordinate Export Sales**, and ensure facilitate the filing of Export documents.
- Arranging & Managing funds and allocating for **Accounts Payables**.
- Oversee the recording, tracking, and reporting of financial information, hire, train, and motivate accounting staff members.

September 2013 - December 2014

SALINI IMPREGILO - Junior Accountant, Abu Dhabi, UAE

- Reviewed the accuracy of payments, claims, and invoices, resolving issues quickly and effectively.
- Analyzed monthly **reporting to reconcile** production operations and the general ledger. Accurately documented all cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Managed the entire **accounting** cycle from data collection and analysis.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Performed monthly closing activities involving finalization of monthly accounts and preparation of the **Balance Sheet** and Profit & Loss statement of the company.
- Updated journal entries and accounts on an accrual basis with SAP software.
- Processed payroll and calculated deductions by accurately using SAP to secure payment traceability.