

SYED MASOOTH – ACCOUNTANT

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Extensive and diverse accounting experience (10 years) in UAE

KEY SKILLS:

- ✓ **Petty cash management.**
- ✓ **Bank Reconciliation.**
- ✓ **Maintaining Debtors and Creditors.**
- ✓ **Billing.**
- ✓ **Accounts payable / payroll.**
- ✓ **Procurement.**

Objective:

Highly motivated and driven finance professional with more than 7 years' experience in top level business environments. A broad knowledge of a wide range of financial practices.

EDUCATIONAL QUALIFICATION

Bachelor of Commerce (B.Com).

University : Manonmaniam Sundaranar University, Tirunelveli, India.

College : Sadakathullah Appa College, Tirunelveli, India.

Year of Passing: 2006.

PROFESSIONAL EXPERIENCE

General Accountant – DELTA INSURANCE SERVICES LLC (UAE).

Duration: Sep 2016 to till date.

Responsibilities:

- ❖ Managing Finance Department for all reconciliation and payments towards Insurance companies for smooth operation of process.
- ❖ Supervising the reconciliation of all the accounts with insurance companies and corporate clients.
- ❖ Maintaining complete record for the follow ups of receivables from client.
- ❖ Maintaining the reconciliation process from scratch till closing.
- ❖ Managing Receivables department for Medical, Motor, Marine, Property, General etc. in the supervision of the Finance Manager.
- ❖ Managing complete process of receivables of the Key Accounts, Brokers, Managers Accounts and BDOS.
- ❖ Gathering and presenting key data to senior managers and suggesting necessary reactions to detailed forecasts.
- ❖ Follow ups on daily basis through e mail, telephone and personal visits.
- ❖ Analyzing Aging summary on weekly basis separately for all accounts.
- ❖ Sending SOA & Sub ledgers on weekly & monthly basis
- ❖ Reconciliation of the accounts to avoid the disputes and to smoothen the process of receivables

- ❖ Streamlining the process for matching for transparency and quick response for collection.
- ❖ Helping in managing the cash flow in a positive manner.
- ❖ Meeting directly with the corporate clients to resolve the issues related to receivables
- ❖ Preparation of cash flow statement, budgeting, forecasting and comparison through ratio analysis.
- ❖ Bank Reconciliation on Monthly Basis
- ❖ Preparation of Trial Balance on monthly basis
- ❖ Finalization of payroll for the employees through WPS & all staff dues
- ❖ Supervising the Payment Process made to companies to maintain the healthy relationship
- ❖ Calculation of Provision for Depreciation, Amortization
- ❖ Calculation of all provisions for accrual basis of accounts.

General Accountant – Taba Contracting LLC (UAE).

Duration: Jan 2011 to Aug 2016.

Responsibilities:

- ❖ Preparing Debtors and Creditors outstanding report
- ❖ Ensuring all receipts, bills, policies, invoices, and statements as required.
- ❖ Ensuring that Petty cash and bank record is properly maintained.
- ❖ Booking Purchase order and check every delivery.
- ❖ Coordinate With the admin / finance / labours transfer WPS.
- ❖ Performs any other duties as required.
- ❖ Maintaining files for every transaction.

Store cum Assistant Accountant – Shifa Housing Pvt. Ltd. (India).

Duration: Dec 2007 to December 2010.

Responsibilities:

- ❖ Making Daily Entries in Tally version 7.2
- ❖ Making Invoice for Delivery Note
- ❖ Booking Invoice for Material Receipt Note
- ❖ Preparing Suppliers and Sub contractors report.
- ❖ Preparing Purchase Order.
- ❖ Preparing Debtors and Creditors outstanding
- ❖ Preparing Bank Reconciliation Statement
- ❖ Preparing Monthly Report

Accountant Receivable – Emaruss Establishment (UAE).

Duration: Jun 2007 to Nov 2007.

Responsibilities:

- ❖ Booking Sales Order
- ❖ Preparing Invoice and Delivery Note
- ❖ Preparing debtors outstanding statement
- ❖ Maintaining files for every Transaction

Accountant Receivable and Payable – Arasan Fashion Designs (India).

Duration: Jun 2006 to Jun 2007.

Responsibilities:

- ❖ Preparing the Day Book
- ❖ Preparing Labors Attendance and Salary also
- ❖ Preparing debtors outstanding statement
- ❖ Maintaining files for every Transaction

SOFTWARE SKILLS

- Tally 7.2 versions.
- MS Office.
- Premium
- IBP

PERSONAL DETAILS

Date of Birth : 08/08/1983.

Sex : Male.

Marital Status : Married.

Nationality : Indian.

Religion : Islam.

Languages Known: English, Tamil, Malayalam and Arabic.

PASSPORT DETAILS

Passport Number: R7696356.

Passport Validity: 29/05/2027.

Place of Issue : Dubai, UAE.

Visa Status : Employment.

Yours sincerely,

(SYED MASOOTH)