

Faraz Mehdi

Accountant

Address **Dubai, UAE**

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8+ years of Experience as a Competent Accountant, performing a variety of professional level accounting. Involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records. Assists in the preparation of assigned budgets, annual audit, and year end closing. Detail-oriented, efficient and organized professional with extensive experience in accounting systems. Possess strong analytical and problem solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical.



SKILLS

- Navies
- SAGE 50uk
- SAP (FICO)
- Tally ERP
- Operating Systems: Windows xp, vista, WIndows7/8/10
- Office Tools: MS Office-Word/Excel/Power-point



WORK HISTORY

From Jan -2021 to **Present** as **Accountant at Ansar Group -Sharaj, UAE**

- Recording transactions in Naves, maintaining books
- Reviewing Accounts of receivable and payable
- Recording accounts receivable and payable
- Preparing daily sales report and sales reconciliations .
- Preparing salaries, leave salary,Gratuity calculations
- Weekly preparing Outstanding reports of buildings
- Recording credit card transactions & reviewing credit statement
- Checking Refund reports cash to bank are cash back
- Preparing GRN ,Purchase order & Sales order
- Day to day cash & bank transactions into Naves ,And Saga50UK
- Co-ordination with clients via e-mail and phone relating to the queries
- Preparation of bank reconciliation as per bank statement for day to day transaction.
- Preparation of financial reports such as profit & loss A/C and balance sheet of company.
- Daily reporting via E-mail to Finance/Account Manager
- Reconciliation of Bank Statement at the end of month.
- Maintaining salary register, Construction budgets in Excel Sheet.
- Maintaining VAT returns And Filing

- Coordinated subcontractor/vendor requisitions and disbursements.
- Maintained construction files for all paid invoices, drew application for all projects
- Review constructions costs with project manager for payment requests
- Review all approved construction invoices and oversees payments, oversee electronic document management

◆ From May-2018 to Dec-2020 as **Accountant at Zaveri Building Contracting LLC-Ajman, UAE**

- Recording transactions in Tally, maintaining books
- Entering posting of purchase, sales, payment, receipt collection & journal voucher.
- Day to day cash & bank transactions into Tally And Saga50UK
- Co-ordination with clients via e-mail and phone relating to the queries
- Preparation of bank reconciliation as per bank statement for day to day transaction.
- Preparation of MIS report and assist in Audit Report.
- Preparation of financial reports such as profit & loss A/C and balance sheet of company.
- Daily reporting via E-mail to Finance/Account Manager
- Reconciliation of Bank Statement at the end of month.
- Maintaining salary register, Construction budgets in Excel Sheet.
- Maintaining VAT returns And Filing
- Coordinated subcontractor/vendor requisitions and disbursements.
- Maintained construction files for all paid invoices, drew application for all projects
- Review constructions costs with project manager for payment requests

◆ From Sept 2015 to Apr-2018 as **Accountant & office Associate at Abdul Wajid Associates- Bangalore, India**

- Preparation/Posting of Bills /Invoice /Material Received Note etc.
- Daily depositing of cash & cheque into the bank.
- Maintaining of general ledger which includes preparation of journal entries, account analysis and reconciliation.
- Applying C-Form & Preparation of audit report
- Handling set of Accounts Viz, Bank Reconciliation Statements, and Profit and loss, Balance sheet.
- Prepare and Process electronic transfers and Payments (Telegraphic Transfer).
- Filing of GST Returns (Monthly & Quarterly)
- Filing of Income Tax Returns.
- Filing of TDS Returns.
- New registration of Goods and service tax (GST)
- Enrolling for new PAN cards and correction.

◆ From June 2012 to August-2015 as **Account Associates at Hussain Associates, Bangalore-India**

- Preparation/Posting of Bills /Invoice /Material Received Note etc.
- Daily depositing of cash & cheque into the bank.
- Maintaining of general ledger which includes preparation of journal entries, account analysis and reconciliation.
- Applying C-Form & Preparation of audit report
- Handling set of Accounts Viz, Bank Reconciliation Statements, and Profit and loss, Balance sheet.
- Prepare and Process electronic transfers and Payments (Telegraphic Transfer).
- Filing of GST Returns (Monthly & Quarterly)
- Filing of Income Tax Returns.
- Filing of TDS Returns & Vat Returns (Monthly & Quarterly)



EDUCATION

- **(BBM) Bachelor of Business Management** Govt First Grade College ,Completed, June 2012 Bangalore University, Channapatna- Karnataka
- **Post Graduate Diploma in Aviation**, Hospitality, Travel and Customer from Frank Finn Institute, Bangalore.
- **Post Graduate Diploma in Galileo** from Frank Finn Institute, Bangalore.



LANGUAGES KNOWN

English, Hindi, Kannada, Urdu, Arabic(Learning)



PERSONAL DETAILS

Father's Name: Kamal Khan

Birthday: 26 Aug 1991

Gender: Male

Religion: Islam

Marital Status: Single

Nationality: Indian.

Passport No: M4429167

Permanent Address: 125, Kalanagar, Channapatna-562160, Bangalore-India