



HAJI HUSSAIN

CHIEF ACCOUNTANT

CONTACTS



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Dubai

ABOUT ME



A competent and committed Bachelors of commerce graduate having experience of financial accountancy as well as knowledge of banking methods, perusing communicational skills and having the ability to communicate professionally with clients and colleagues on detailed financial issues. Easy going by nature and able to get along with work colleagues and manager, I am currently looking for a position of Sr. Financial Accountant.

LANGUAGES



English

Hindi

Malayalam

Tamil

WORK EXPERIENCE



MAY 2016

PRESENT

CHIEF ACCOUNTANT-GENERAL LEDGER

MAF Hypermarkets LLC-Retail | Dubai

- Managing & maintaining day to day accounting of all aspects including Accounts Payable, General Ledger Management, Accounts Receivable, and Fixed Asset up to finalization of Balance Sheets.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Strict adherence to company financial policies and procedures and global accounting standards.
- Work with both internal and external auditors during internal and external audits.
- Review booking of all General expense invoices.
- Monitor all general expense ledger accounts.
- Coordinate and assist the GL manager.
- Identify variances between actual and budgeted financial results at the end of each reporting period.
- Review of intercompany debit/credit notes.
- Review of LPO follow-up (Provision invoice not received).
- Review of all prepayment entries.
- Review of Payroll deduction list.
- To prepare store salaries (pre-process & final).
- Review of Rent & Service Charge booking.
- Review all the General expense supplier payments.
- Review supplier reconciliation statements for non-inventory and fixed assets suppliers.
- To review TB & coordinate to SFC before closing.
- Ensure timely preparation and presentation of monthly financial reports.

DRIVING
LICENSE



Driving license category
Light motor vehicle

PERSONAL
DETAILS



Date of birth
09-06-1981

Nationality
India

Visa status
Employment

Marital status
Married

JUN 2011
APR 2016

GENERAL LEDGER SUPERVISOR
MAF Hypermarkets LLC-Retail | Dubai

- Accounting of all Expenses related to Hypermarkets assigned to my team. E.g., Store Maintenance, Staff Accommodation & Logistics.
- Assisting in Preparation of Monthly payroll includes preparation of Staff deductions, payments & Overtimes.
- Store rent renewal payments, amortization, prepaid and schedule entries and maintain schedule.
- Regularly attending to VAT Transactions and calculations while ensuring VAT Compliance on Applied Expenses
- Collaborating with Internal Tax Department to safeguard Accuracy of Reported VAT

EDUCATION



2017

BACHELOR OF COMMERCE
Rajiv Gandhi Council For Engineering Technologi And Management | India

SKILLS



Finance & Accounts ▪ Accounts Payables ▪ Accounts Receivables ▪ Cash Flow ▪ Budgeting & Forecasting ▪ MIS Reporting ▪ Value Added Tax (VAT) ▪ Financial Analysis ▪ Banking ▪ Statutory Compliance and Audit ▪ General Ledger

▪ JD Edwards Accounting Package ▪ Oracle Financials ERP Package ▪ SAP Accounting Package(Audit Knowledge) ▪ MS Office (Word, Excel & PowerPoint)

REFERENCES



DILIP KARKI
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