

SAJAD AHMED

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Areas of Expertise

- ~ Accounting Management
- ~ Accounting Team Leadership
- ~ Accounts receivables management
- ~ Managing billings and collections
- ~ Balance sheet Management
- ~ Preparing Financial Status Reports
- ~ Financial Accounting
- ~ Managerial Accounting
- ~ Corporate Accounting
- ~ International Business
- ~ IT Applications for Commerce
- ~ Customer Service Management

Personality Traits

- ~ Strategic Thinker
- ~ Change Agent
- ~ Persuasive Communicator

Education

- ~ **Master of Business Administration**
(MBA- Finance)
Savitribai Pune University, India
- ~ **Bachelor of Commerce : Finance**
Calicut University, Kerala, India

Seeking suitable position in

Accountant

ACCOUNTING EXECUTIVE WITH A CAREER SPANNING 3+ YEARS

PROFILE HIGHLIGHTS

Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

FUNCTIONAL SKILLS

- ♦ Strong technical accounting skills
- ♦ Excellent research and financial analysis abilities
- ♦ In-depth management reporting
- ♦ Developing and implementing financial systems and controls
- ♦ Budgeting and forecasting
- ♦ Facilitation of internal and external auditing procedures
- ♦ Regulatory compliance
- ♦ Staff management and development
- ♦ In-depth knowledge of accounting regulations and standards

CAREER ACCOUNTABILITIES

SK Financial Services, Dubai

General Accountant (April 2018 to Till Date)

Key Result Areas: Accounting Management ~ Accounts receivables management ~ Managing billings and collections ~ Balance sheet Management ~ Preparing Financial Status Reports ~ Financial Accounting ~ Managerial Accounting ~ Corporate Accounting ~ Strategic Planning ~ People Management

Responsibilities:

- ~ Ensure accurate and timely monthly close activities
- ~ Prepare monthly account reconciliations
- ~ Review and verify accuracy of reported data
- ~ Present all monthly and year-end financial reports
- ~ Analyze and interpret financial reports and records
- ~ Report on variances
- ~ Present corrective action recommendations
- ~ Ensure compliance with all statutory and company requirements
- ~ Review accounts payable and accounts receivable
- ~ Prepare tax schedules
- ~ Prepare for and coordinate internal and external audit processes
- ~ Develop and implement internal controls and procedures
- ~ Produce analyses regarding capital asset acquisitions
- ~ Manage fixed asset process and policy
- ~ Supervise and develop accounting team of 5 members

PREVIOUS EMPLOYMENT

Aspin Group of Co's. Pune.India.

Accountant (June 2016 to February 2018)

Key Result Areas: Accounting Management ~ Accounts receivables management ~ Managing billings and collections ~ Balance sheet Management ~ Preparing Financial Status Reports ~ Financial Accounting ~ Managerial Accounting ~ Corporate Accounting ~ Strategic Planning ~ People Management

Responsibilities:

- ~ Assisted in Month and Year end Closing and Audit process Ensure accurate and timely monthly close activities
- ~ Responsible for Accounts Payable as well as Accounts Receivable process.
- ~ Verify that transactions comply with financial policies, procedures and contract terms.
- ~ Resolve invoice discrepancies, reconcile vendor's balances at least each month end.
- ~ Produce monthly reports and assist in budgeting and forecasting.
- ~ Able to handle the work from the basic like Journalizing, ledger posting, Monthly reconciliation of Bank Accounts and other Ledger Accounts etc.
- ~ Prepare monthly management accounts and perform general ledger reconciliation.
- ~ Maintain reports for bad debt and recovery, timely follow up and facilitate collection

TRAININGS/ CERTIFICATION

- ♦ Quick Book Desktop, Quick Book Online, Peach tree, Horizon
- ♦ Customer Service and Work Ethics

COMPUTER PROFICIENCY

- ♦ Microsoft office: MS Word, MS Excel, MS PowerPoint, Outlook.
- ♦ Quick Book, Peach tree, Horizon and other numerous ERP systems knowledge

PERSONAL INFORMATION

- ♦ Date of Birth : 5th January 1996
- ♦ Languages Known : English, Hindi & Malayalam
- ♦ Address : Dubai , United Arab Emirates
- ♦ Mobile : **+971 52 679 2065**
- ♦ Passport Number : P0746292 (Expiry 08th June 2026)
- ♦ Visa Status : Visit Visa (Valid until Nov-20-2020)
- ♦ Driving License : Valid UAE LMV (License No: 3944018, Expiry Date: 22nd July 2021)

REFERENCE

Mr. Suneer Ibrahim : General Manager- SK Financial Services, Dubai
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Mr. Anil Kumar : General Manager - Aspin Group of Co's. Pune.India.
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