



Visa Status: 12th Aug '2022
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CONTACT

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Permanent Address

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PERSONAL INFO

Nationality : Indian

Marital Status : Single

Date of Birth : 18-10-1991

SKILL SETS

FINANCE & ACCOUNTS Skills

- ◆ Accounts payable
- ◆ Accounts Receivable
- ◆ Procure To Pay Process(P2P)
- ◆ Order To Cash process(O2C)
- ◆ Collection/Credit Controller
- ◆ Invoice Processing
- ◆ Vendor Reconciliation
- ◆ Bank Reconciliation
- ◆ Cash Application
- ◆ Procurement
- ◆ Payment Processing in AP
- ◆ Invoice creation
- ◆ Invoice Submission
- ◆ Days Sales Outstanding (DSO)

Shahid Manzoor Ahanger

Finance & Accounts Professional
(AP/AR & Credit Control) – 10 + Years Exp.

ABOUT ME

I am a self-motivated, focused & directed Finance & Accounting Professional with almost 3 years of corporate experience working in Multi-National Companies like The Grand lalit hotel and Farzami Trading LLC .Currently, I am actively looking for a job in UAE.

PROFILE

- Bachelor's Degree in Accounting and Finance with 10 years of experience in Accounts Receivables/Accounts Payable and Credit Control.
- Possess knowledge of Accounting Software **Tally ERP9, ZohoBooks, QuickBooks, Buzy ERP**, Formulation and Implementation of the Accounting Policies / Procedures, Accounting Standards and Principles, Balance sheet Analysis, Funds Flow Statement, Cash Flow Statement, Working Capital Analysis.
- Effective Communicator with excellent numerical abilities & ability to work under pressure.
- Excellent interpersonal and presentation skills.

Areas of Interest.

- Accounts
- Finance
- Taxation
- E- Commerce Business

WORK EXPERIENCE

1 Year at Farzami Trading LLC . Accountant-AR/AP 1 Year (UAE)

Roles & Responsibility:

- **Billing Activities:** Invoice generation and liaise with the organization's sales teams to carry out timely invoicing of customers.
- **Cash applications Activities:** Ensure the prompt and accurate allocation of payments to their respective invoice.
- **Collections and disputes Activities:** Collect overdue payments and resolve payment issues highlighted by clients by investigating and resolving any irregularities or enquiries in AR domain by Communicating (over calls & emails) with clients about billing discrepancies and their general queries.
- **Credit control Activities:** Perform day to day credit management activities and ensure credit information and analyses are up to date. All the above activities are performed in People Soft ERP.
- **Accounts receivable reporting Activities:** AR Ageing report; conducting internal audits of the team; Maintaining the team to ensure that they follow all the Audit policies without fail.

Inter-personal Skills

- ◆ Effective Communication
- ◆ Team Player
- ◆ Adaptability
- ◆ Problem Solving
- ◆ Critical Observation
- ◆ Networking Skill
- ◆ Resilience
- ◆ Self-Confidence
- ◆ Self-Motivated
- ◆ Growth Mindset

Team Leader's Skills

- ◆ Daily Work Allocation to the Team
- ◆ AR Aging Report
- ◆ Daily Team Health Report
- ◆ Daily Follow ups Email Tracking Report
- ◆ Internal Audit of the Team
- ◆ Resolution Report for AR Collection Team
- ◆ Maintaining Leave Tracker
- ◆ New Joiner Training Orientation

TECHNICAL SKILLS

- ◆ Tally Erp
- ◆ Zoho Books, QuickBooks
- ◆ Microsoft Excel
- ◆ Microsoft Outlook
- ◆ Microsoft Word
- ◆ Microsoft PowerPoint

LANGUAGES

- ◆ English (Full Professional Proficiency)
- ◆ Hindi / Urdu

4 Years Accountant at "The Grand Lalit Palace Hotel" (5 Star Hotel)
3 Years Accountant at "AHM & Co Chartered Accountants"
2 Years' Experience at "International Advertising Agency"

Roles & Responsibility: Accounts Receivable

- Post customer payments by recording cash, checks, and credit card transactions and entering them into the general ledger or accounting software, prepare cash and check payments for bank. Handling AML cases.
- Preparing day to day reports of all incoming payments and of unallocated postings and sending the same to the front office. Sending the confirmation mails to Front office for the details required for posting the payments.
- Placed phone calls to send invoices or email customers to remind them of account contract payments due dates and amount owed.
- Working on Unapplied & Suspense and Dispute Management.
- Informing Business Unit if any Payment has been returned/ rejected and posting the Payment rejection to the Respective Vendor account.
- Explore for continuous process improvements and share best practices across teams.
- Month End closer activities to be performed based on schedule.

Roles & Responsibility: Accounts Payable

- Invoice checking, validating and processing in Tally.
- Processing PO and Non-PO documents in Tally.
- Manage vendor relations by resolving their queries.
- Creating and sending month end reports to different countries.
- Training new joiners.
- Interacting and co-coordinating with onshore clients.
- Worked on Tally (Invoice processing).
- Vendor clearing.
- Backlog reporting.
- Creating and sending month end reports to different countries.
- Ensure that periodic bank reconciliations are completed.

EDUCATION

- **University** – Kashmir University , India
- **College** – Islamia College of Commerce