

Curriculum Vitae

UAE: - Dubai Experience in Accounting & Finance / Logistics

 <p>Nisar Ahmed Khan</p> <p>Mobile No: 0522149020</p> <p>Mobile No: 00971568881675</p> <p>Email: ahmedatrej@gmail.com</p>	<p>Profile</p> <p>Demonstrated ability in Accounting with experience from various financial sectors internationally, I have developed excellent Accounting, Administrative, Organizational, and Communication Skills to work within and lead teams when required. Thus to contribute towards the growth of the organization by achieving its goals and objectives, keeping in mind the ethical aspects and practices of the organization and to gain professional success and personal development through continued performance and dedication, adding value to myself and the organization I am working with.</p>
<p>PERSONAL INFORMATION:</p> <p>Age : 36 Year's</p> <p>Gender : Male</p> <p>Nationality : Indian</p> <p>Visa Status : Visit Visa</p> <p>Date of Joining: Immediately</p> <p>Marital Status: Married</p> <p>Driving License: U.A.E</p>	<p>Area of Expertise</p> <ul style="list-style-type: none"> ➤ Bank Transfers, Cheques, Online Banking & Bank Reconciliation. ➤ Accounts Receivables & Accounts Payables. ➤ VAT filing, VAT calculation, VAT Payment's & VAT Refunds. ➤ Peach Tree, Sage, Tally, Quick Books, SAP, MS office, Internet & E Mailing. ➤ Invoicing & Statement of account for customer's ➤ Financial Planning, WPS & Payroll, Data Entry Management. ➤ Audit, Communication Skills & Administrative Skills. ➤ Customer Service & Team Player. ➤ Accounting, Corporate Finance, Reporting Skills, Attention to Detail. ➤ Reporting Research Results. ➤ Confidentiality, Time Management. ➤ Accounts Management. ➤ Preparing and Maintaining Vouchers and Cash book. ➤ Maintaining Collections. ➤ Assisting in preparing Final Accounts. ➤ Issuing bills and invoices. ➤ General Ledger, Banking and stock updating.
<p>LANGUAGES</p> <p>English</p> <p>Arabic</p> <p>Urdu</p> <p>Hindi</p>	<p>Academic & Professional Qualifications</p> <ul style="list-style-type: none"> ➤ B Com, Kakatiya University, Andhra Pradesh, India 2005 (Certificate attested from UAE Embassy) ➤ M Com, Kakatiya University, Andhra Pradesh, India 2007 (Certificate attested from UAE Embassy) <p>Computer Knowledge</p> <ul style="list-style-type: none"> ➤ MS office (MS word, MS Excel, Advance Excel, Power point, Outlook,), Internet. ➤ Quick Books, Tally, Peach Tree, Sage, SAP ERP Accounting
	<p>Employment History –Total Years of Experience: 14 Years</p> <ul style="list-style-type: none"> ➤ Palanca International Shipping Company L.L.C Dubai-U.A. E Accountant (February-2007 to March-2014) ➤ Atrej Construction Company Dubai-U.A. E Senior Accountant (April-2014 to February-2022)

ACHIEVEMENT	Job Profile: <ul style="list-style-type: none"> ➤ Maintaining Day to day accounting and Banking activities with General accounting Book keeping, pass accounting entries, Receipts, Payment's, Invoicing and journal entries ➤ Maintaining Accounts Receivables & Accounts Payables. Financial and cost accounting, General Ledger, forecasting, budgeting. ➤ Preparing Monthly & Yearly Financial Reports. Keeping records all intact for yearly auditing and assisting auditors. ➤ Processing and reconciliation of vendor payments, preparing monthly budgets and making payments by way of Bank Transfers, Cheques & Online Payments. ➤ Manage the timely submission of all VAT Filing, VAT Calculation, & VAT Payment's ➤ Preparing aging reports, reporting outstanding details to management. ➤ Filling accounting records properly which will help in case of retrieval in future. ➤ Doing daily Bank Reconciliation (BRS). ➤ Full fill the requirements of External Auditors ➤ Knowledge of General Accounting & Finalization of accounts. ➤ Preparing Purchase Orders (LPO), Quotation, Pro-forma invoice, and Invoices. ➤ Preparing customer Statement of account and collection of cheques from customer's and deposit in company Bank account. And cash Bank Deposits. ➤ Processing of trade finance related to documentary credits including document scrutiny swift messages handling commercial documents in international trade bills of exchange. ➤ Complete Handling of (LC) Letter of Credit with banks, prepared in (CAD) cash against documents and bank guarantee's, prepared packing list, pro-forma invoice and final invoice. ➤ Preparation of final Bill of Lading ➤ Generate weekly aging report, Regular follow up to clients for collection. ➤ Proper planning in accounting software as per company requirements, Prepared Job card for each customer manually and computerized. ➤ Load list confirmation according to destination's and timely arrival of the shipment's ➤ Preparing of sub-contractor's payment's and vendor's payment's reconciliation. ➤ Maintained petty cash and filing invoices for future review. ➤ Monthly Payroll -processing by Bank transfers, WPS Salary Transfers & Cheques, Leave salary & Final settlement of employees. ➤ Group Company's reconciliation. ➤ Close books of accounts at year end upon completion of annual audit ➤ Reconciles financial discrepancies by collecting and analyzing account information. ➤ Prepares asset, liability, and capital account entries by compiling and analyzing account information. ➤ Preparation of monthly profit & loss account and Balance sheet till finalization
<ul style="list-style-type: none"> ✓ <i>Computerized Accounting Certification.</i> ✓ <i>Top academic award and recognition for extra-curricular activities</i> ✓ <i>Attended the Chamber of Commerce</i> ✓ <i>Advance Diploma English Type writing (60.W.PM)</i> 	Professional Strength: Finance & Accounts Management•Letter of Credit(L.C)•Trade Finance•VAT Filing, VAT Calculation, VAT Payments, VAT Refunds•Receivable's and Payable's•Budgeting & Cost Control •Management Reporting• Tax Invoices•Bank Reconciliation• Petty Cash• DP World Import & Export's •Inventory • Job costing • Shipment's• Balance Sheet.