

Rizwan Khan

Finance/Accounting



Profile

Experienced Accounts Supervisor and qualified professional in the field of Accounts and Finance with a degree in Commerce and an Advanced PG Diploma in the field of Islamic Economics & Finance. I have built a firm foundation in a broad range of business areas accounts & finance, bookkeeping and auditing. I have strong finance, accounting and administrative background. With a total experience of 10+ years, I bring forth a superior knowledge of the accounting principles and processes.

Employment History

Accounts Supervisor at Al Rumaithy Establishment, Abu Dhabi

February 2013 – Present

- Managing & supervising that all receipts, payments, bill booking & JV's are correctly posted.
- Managing petty cash and authorizing petty cash vouchers.
- Process supplier invoices, in a timely manner, verifying accuracy, approvals and posting
- Monitoring the receivables regularly. Sending outstanding reports to concern persons for follow up.
- Updating the management with the receivables on monthly basis.
- Maintain and distribute accurate listing of overdue accounts.
- Reconcile Accounts Payable & Receivable ledgers.
- Respond to vendor/customer queries as required.
- Prepare monthly bank reconciliations.
- Preparation of payroll for approvals & disbursement.
- Coordinating with operations team in preparation of estimate pricing for RFQ's /quotations.
- Coordinating with the bank in regards to opening, follow-up closures of LC's, tender bond, guarantees, over draft, purchase/sales invoice financing.
- Keeping a tab and updating the management of all the trade financing facilities with the bank.
- Preparation of annual statutory accounts and liaison with the Auditors.
- Preparation interpreting and communicating financial information to the management.

Details

Baniyas, Abu Dhabi, United Arab Emirates,

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Date / Place of birth

20/03/1987

Mumbai, India

Nationality: Indian

Links LinkedIn

<https://www.linkedin.com/in/rizwan-khan-14a04653/>

Skills

General Accounting ERP

Accounts Management

Trade Finance

Accounts Receivable/ Payable

VAT Accounting/ Returns

Bank Reconciliation

Preparation and Disbursement of Payroll

Financial Reporting/ MIS

Auditing

Administrative Assistance

Accounts Executive at Mohan Sriharsha and Associates, Mumbai

May 2010 – February 2013

- Statutory Audit for Private Limited Companies & Bank Audit.
- Stock Audit of different Private Limited Companies.
- Fixed Asset Verification activity followed with preparation & Finalization of Report
- Income Tax and Advance Tax computations of individuals, partnership firms and companies.
- TDS Calculations, Preparation & filling of E-TDS returns, Preparation of TDS Certificates.
- Calculation of Service Tax and Preparation of Service Tax Returns.
- Calculation of VAT and preparation of VAT returns.
- Actively involved in preparing & finalizing of accounts in Tally 9 ERP.
- Worked on different assignments like Bank reconciliation, monthly MIS etc.

Accounting Assistant at Sinhal's Classes, Mumbai

November 2009 – April 2010

- Responsibilities: Monthly Service Tax Payable. Payment and Receipt Entries.
- Audit of Daily Collection Books at all Branches. Reconciliation of accounts with bank statements

Education

PG Diploma in Islamic Banking, Al Jamia Al Islamiya, Kerela

June 2008 – April 2009

Bachelors of Commerce, Raheja College of Arts and Commerce, Mumbai

June 2006 – April 2008

Software

Tally, Rujul ERP, Finance Plus, Advance Excel, Word

References

References available upon request.