

FINANCE/ACCOUNTS PROFESSIONAL

Umar Sultan

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CURRICULUM VITAE

PROFILE SUMMARY

BBA Finance professional with **06 Years of Experience** (4 years UAE & 2 Years Indian experience in **Finance & Accounts**). Hands-on experience in handling finance & accounting such as maintenance & finalization of records including in a shipping company. Recognized as a quick learner and can adapt easily to company processes.

ORGANIZATIONAL EXPERIENCE

- Accounts officer at **Gulf Petrochem FZC**, Sharjah, UAE, November 2018 to Present :
 - Finalization of books of Accounts of Oil and Shipping Company.
 - Handling Foreign Currency transactions in US Dollar, Euro and Rubles and Dirhams etc.
 - Dealing with foreign branches of the company regarding financial transactions.
 - Managing charter payments for the vessels.
 - Handling Accounts Payable and Accounts receivables.
 - Bank Reconciliations of UAE, Russia Banks.
 - Petty Cash management.
 - VAT Management.
 - Proper booking of foreign currency transactions in the software.
 - Maintaining Vessel Profitability.
 - Maintaining Accounts with Cost Centre.
 - Prepares asset, liability, and capital account entries by compiling and analyzing account information.
 - Preparation of Profit & Loss A/c.
- Accountant for **Kan Trading , Ajman**, U.A.E. from May 2016 to Oct 2018:
 - Receiving of Supplier bills, passing of Suppliers bills for payment i.e. checking the authenticity of the purchase or service in light of the supporting documents like Purchase Order, Pro Forma Invoice, Delivery Note, Receipt Note etc. with proper approvals from the management.
 - Ensuring all the bills passed for payment are processed for payment depending on the due date and terms & conditions.
 - Safe keeping of the documents- All the bills should be filed safely and easily traceable.
 - Handling accounts Payable Ageing reports.
 - Ensure to obtain Supplier Statement of Accounts prior to process the payment to them.
 - Ensure to complete the day to day task on the same day.

- Accounts Executive for **Bhat Industries, Srinagar**, India from June 2014 to Mar 2016 :
 - Process worker's compensation reports.
 - Process 401K distributions, rollovers and hardship requests.
 - Organize and process quarterly open enrollment for 401K.
 - Set ups, deductions, retro and cancelation of all types of deductions except of savings accounts (Example: Health savings deductions, Dental benefits etc).
 - If there is any change of work or residence location, Tax team will adjust the employee taxes ((movements of taxes from one state to another)

ACADEMIC AND TECHNICAL QUALIFICATION

- BBA (Business Finance& Marketing Management) from Himalayan University
- Higher Secondary with (Economics Commerce) from Jammu & Kashmir state Board Of Education
- S.S.C C.P.M High School, Srinagar, India.
- Good knowledge Peachtree Accounting, Tally ERP9, Wings, Focus and M.S. Excel.

TECHNICAL SKILL SET

Software's : Microsoft NAVISION, PEACHTREE and TALLY ERP 9
 Office tools :M.S Word, Excel (Pivot Table, H Look up & V Look up etc)

PERSONAL DETAILS

Father Name :Mohammed Sultan Shah
 Date of Birth :19thNov 1993
 Linguistic Abilities :English, Hindi & Urdu
 Marital Status :Single
 Passport Number :M0116426
 Visa Status : Residence Visa
 Address : Ajman, U.A.E

I Confirm and declare the above mentioned details are true as per my knowledge.

Umar Sultan