

GHULAM DHASTHAGIR

+971 56 7339369

GHULAM 7 K@GMAIL.COM

Summary

A highly motivated, team oriented person with strong analytical skills, Accustomed to working in a fast paced, goal oriented environment which is dedicated to responsibility and accountability. Have a reputation as being a very conscientious employee with good communication skills and work ethics.

Highlights

- Extremely Organized
- Good administrative skills
- Self-motivated
- Detail-oriented
- Ability to work as part of team

Experience

Accountant
Moore Trading Company

12/2019 to 09/2020
Ramnad, India

- Arranged invoice for documentation.
- Liaised with bankers and insurers regarding financial transactions.
- Managing daily accounting and financial operations.
- Identified, qualified, and quantified new potential business.
- Verification and posting all accounting entries, maintaining timely and accurate input of information in the accounting system.

Accountant
LUI G Private Limited

12/2018 to 11/2019
Male', Maldives

- Preparing, analyzing and ensuring accuracy of accounting records, statements, and reports.
- Determining taxes owed, preparing tax returns, and ensuring payments are made on time.
- Timely GST preparation and submission.
- Preparation of Item costing and managing.
- Manage and maintain company stock.
- Preparation of bank reconciliation statement.
- Checking of all daily sales reports of all outlets in the domain to ensure proper internal control.
- Verifying the accuracy of invoices and other accounting documents or records.
- Preparation of payroll.
- Work with auditors and responsible officer [RO] to provide requested information as required for the year-end audit and termly RO reports.

Accountant
A. Ali Essa Aldaaysi Co. W.L.L.

01/2015 to 12/2017
Manama, Bahrain

Manage and Monitor day-to-day aspects of bookings, shipping, tracking, tracing and billing for import ocean shipments to meet customer needs.

- Prepare needed documents for customs clearance.
Ocean/house bill of lading, certificate of origin, packing list and commercial invoice.

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Core Knowledge and Functional Skill Areas

- Relevant experience in software applications such as financial ERP systems
- Quick learner of new software applications
- Time Management abilities
- Flexibility, Adaptability
- Working well under pressure
- Team Spirit

Experience (Continued)

- Arrange/coordinate trucking pick-ups and delivery appointments with ability to affect cost effective transportation solutions.
- Communicate service issues to client and management with ability to resolve and follow through.
- Preparation of disbursement invoices.
- Handling Receivable and Payable Account.
- Balance batch summary reports for verification and approval.
- Substantiating details of transactions, including funds available and total account balances.
- Preparation of bank reconciliation statement.
- Able to assist in all other areas of operations as directed by management.
- Perform general clerical duties which include but not limited to: produce and distribute correspondence memos, letters, faxes and forms, mailing and filing.
- Maintain hard copy and electronic filing system.

Manager - Admin and Accounts
Moore Travels Private Limited

07/2008 to 12/2014
Chennai, India

- Prepared and organized paperwork and other materials as needed for meetings, travel arrangements and expenses reports.
- Set up and handled incoming mail and office filing systems.
- Collected and coordinated the flow of internal and external information.
- Established the administrative work procedures for tracking staff's daily tasks.
- Checking of all daily sales reports of all locations for completeness and accuracy in respect of applicable commission rates, fares, etc.
- The supervising of daily banking of all locations in the domain to ensure proper internal control. Clearing of customer advances and carrying out receipting to ensure the debtors are accurately reflected.
- Payroll.

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Additional Information

Birth Date : Nov 19, 1978

Birth Place : Chennai

Gender : Male

Marital Status : Married

Nationality : Indian

Languages : English,
Tamil, Hindi

Passport No. : T 2168360

Issue Expiry : Aug 28, 2029

Issue Place : Madurai

Experience (Continued)

Senior Executive- Finance
Star Fast LLC
ETA ASCON Group of Companies

06/2003 to 06/2008
Dubai, U.A.E

- Process accounts payable invoices, checks, and other transfers based on Orbits coding, approval and approval policies.
- Process cash receipts based on copies checks received, deposit slips, and any other supporting documents.
- Answer and resolve vendor account inquiries and reconciliations.
- Prepare monthly bank reconciliations.
- Assist with the year-end close and annual audit processes.
- Preparation of payrolls.

Accountant
Hameediah Matric Hr Sec School

10/2000 to 11/2002
Kilakarai, India

- Review and post cash receipts on a daily basis.
- Reconcile bank statements on a monthly basis.
- Payroll preparation and disbursements.
- Assist with auditors for the year-end audit.

Accountant
Sethu Auto & Marine Services Pvt Ltd

06/1999 to 09/2000
Ramnad, India

- Maintaining books of accounts.
- Reconciliation of vendor accounts to ensure accuracy.
- Preparation of bank reconciliation statement after reviewing the bank statement.
- Preparation of customer balances reports accordingly.

Education

Bachelor of Commerce: Accounting, 1999

Master of Business Administration: Finance, 2002

Certifications

Diploma in Computer Applications, Powerpro Computing Technologies, 1998

Integrated Professional Software Programme in TALLY, DC ELCOT Software Ltd, 2001

Diploma in e-Commerce, CSC Computer Education, 2001

Intuit QuickBooks