

# FARID KHAN

Accounting & Finance Professional

## Contact

### Address

Dubai, DUBAI

### Phone

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## Skills

Strategic and financial planning



Cost control and reduction



Financial analysis and reporting



Budget forecasting



Analytical skills



A Qualified Accounts and Finance Professional with 14 years of Experience who successfully gained in-depth knowledge and skill up to the level of managing the entire accounting and financial matters of an organization. Equipped with strong communication skill both verbal and written and on enthusiastic team leader having superior planning and decision-making abilities. Currently looking for a role of Finance and or Accounting Manager with a potential & forward-thinking employer.

## Work History

2014-06 -  
2020-05

### Account and Finance Manager

*HIDAYATH GROUP OF COMPANIES, DUBAI, DUBAI*

- Reconciled balance sheets and income statements each thirty days.
- Preparation of VAT relate repots prior to filing and reporting to Chief Finance Officer.
- Monitoring and controlling the entire Tally ERP / PRIME system and ensuring that its scope is effectively used in the organization
- Processed vendor payments, invoices and account statements.
- Developed annual and multi-year budgets to meet organizational needs.
- Processed payroll for employees and reported payroll taxes for organization.
- Maintained policy, procedure and regulatory compliance business-wide.
- Assisted staff with questions about budgets, disbursements and other financial matters.
- Administered expenses in line with forecasted business demands and available income.
- Analyzed monthly balance sheets, income statements and cash flow information and wrote up reports.
- Supported year-end audits by preparing physical and digital records for review.
- Identified improvement changes regarding key processes for internal controls and accounting procedures.
- Established and checked coding procedures, monitored reports and updated internal files.
- Validated existing accounting management and reporting systems to assess quality and conformance, identify problems and implement corrective actions.
- Prepared internal and regulatory financial reports, balance sheets and income statements.
- Established and enforced internal controls, workflows and policies for tracking, reconciling and reporting on accounting activities.
- Performed routine closings, maintained clean, accurate and accessible records and kept close eye on transaction updates throughout each quarter.
- Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.

- Developed strategic plans for day-to-day financial operations.
- Monitoring overall financial transaction according to company policies and regulation.
- Managing finance resources with respect to Receivables and Payables with cash & fund flow analysis.

2009-06 -  
2014-05

## **Senior Account Executive**

*HIDAYATH GROUP OF COMPANIES, DUBAI, DUBAI*

- Managing and supervising of daily accounting activates.
- Month End Accounting Activates and Reconciliation, preparing month end Journal entries like prepaid Expenses, Payables including Salary Allocation, Reserves & Provisions, Depreciation etc., & Reconciliation of Bank and Cash Accounts. Debtors and Creditors verification also will be done as part of Auditing.
- Coordinating auditors with necessary requirements.
- Controlling of administration and daily office activates for smooth running.
- Reconciliation of bank accounts, cash, customer, supplier and other related ledgers
- Dealing with preparation, renewals & claims of the insurance policies regarding Fixed & Current Assets.
- Closing of Accounts on Monthly Basis (LC, s, Depreciation, Sub office expenses, Reconciliation of Inter Companies, Valuation & Verification of Closing Stock.
- Releasing of L/C documents by using bank facilities.
- Managed and mentored team of account executives.

2006-07 -  
2009-05

## **Accountant**

*HIDAYATH GROUP OF COMPANIES, DUBAI, DUBAI*

- Posting, Allocating, verifying and reconciling transactions. It includes preparation of payment Vouchers, Receipt Vouchers, Contra Vouchers & Journal Vouches from al the transactions of a company.
- Accounts Receivables Coordination directly with Customers by sending Statement of Accounts, its reconciliation, Arranging meeting with salesmen and sale order processors at periodical intervals.
- Preparation of Supplier payments based on original documentations and GRN and Submitting to Sr. Accountant for approval.

- Collecting Customer Payments and other receipts (Cash + Cheque) and depositing to bank and keeping records up to date.
- Coordinating and assisting Sr. Accountant for Month end and Year end accounting and classing of books.
- petty cash transactions and management. Keeping books of records up to date and safekeeping of cash.
- Making sure the filing of all vouchers is proper according to set guidelines.

2005-01 -  
2006-05

### **Account Trainee**

SHABBIR & GANESH, CHARTERED ACCOUNTANTS, UDUPI,  
KARNATAKA

## **Education**

2000-04 -  
2004-04

### **BBA: Business Management**

MANGALORE UNIVERSITY - MANGALORE

1998-07 -  
2000-04

### **PRE-UNIVERSITY EDUCATION BOARD**

UNIVERSITY KARNATAKA, INDIA - MANGALORE

### **Additional Qualification:**

Working knowledge of Tally ERP & Tally Prime.  
Proficiency in use of MS Office

### **Passport & Visa :**

INDIAN : L9463000 / VISIT VISA (valid 02nd February 2023)

## **Declaration**

The information provided in this CV is true and fair at the best of my knowledge and belief. I hereby take responsibility for whatever i mentioned herewith and fully aware about the adverse consequences if anything finds wrong.

FARID KHAN