

Curriculum Vitae

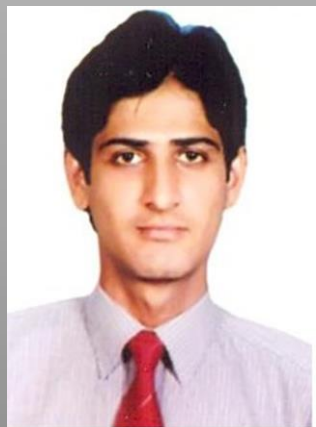
CAREER OBJECTIVE

Can Join Immediately

With more than eight (8) years of UAE experience in accountancy and holding UAE driving license, I am seeking a Challenging Career Position in Finance, Accounts, or Cost Division of a Progressive Organization where I can prove myself as an asset to the Organization and where excellent analytical and technical skills can be utilized to improve the company's profitability.

CORE COMPETENCIES

- Handling accounts from book keeping up to finalizing
- Preparing month end statement i.e Trial balance, balance sheet, payable and receivable statement, income statement.
- Knowledge of VAT policies and procedures
- WPS handling
- Knowledge of Import and export under INCOTERMS 2010, Issued and approved by International Chamber of Commerce
- Have been preparing LC for the import of goods from Malaysia and Australia under UCP 500 and 600 for Documentary Credit (LC/DC), Issued by International Chamber of Commerce
- Preparing and submitting LCs documents to the bank.
- Knowledge of preparing the performance bonds and bank guaranty documentation.
- Knowledge of Invoice discounting and credit facility with banks.
- Hands on Enterprise Resource Planning (ERP) Financial Accounting System (Whiz Biz)
- Strong mathematical aptitude and strong analytical skills.
- Strong organizational skills and a talent for scheduling and multitasking.
- I have the ability to track several tasks simultaneously, which allows me to identify when project will be completed, so that this can be communicated to the clients.



Applicant:
Sajid Hussain

Address:
Villa 29, Al Rashidiya,
Dubai.

Contact No.:
+971 55 4928585

Email Address:
sajidhussain555@gmail.com

PERSONAL DATA

Date of Birth: 04-01-1986

Nationality: Pakistan

Passport No.: FD6897252

UAE Driving License: 501455

EDUCATION

- **B.Com.** from University of Karachi, Pakistan
- **D.Com.** from Punjab Board of Technical Education, Lahore.
- **Matric** from Board of Intermediate and Secondary Education, Dera Ghazi Khan

- Possess a high level of accuracy and attention to detail.
- Effective communicator with the ability to direct people's actions toward achieving company's goals.
- Innovative and creative, with an ability to create operational efficiencies that increase accuracy and drive productivity.
- Self-starter and organized individual who is able both to work independently and as part of a team to accomplish company objectives.
- Good skilled in Microsoft Office, particularly Word, Excel and Outlook;
- I can methodically develop and maintain financial accounting systems, produce detailed financial records, investigate anomalies and credit control. I also have well-grounded experience in Accounts receivable and Accounts payable.
- I have strong leadership and advanced problem-solving skills with the ability to thrive under the pressure of a demanding workload.
- I have excellent verbal and written skills with a well-developed ability to deliver complex information
- Proactive and result oriented.
- Ability to manage change initiatives.
- Good people management skills.
- Good understanding of product, processes and regulatory reporting requirements.
- Fast learner and ability to learn different skills on the job.

PROFESSIONAL EXPERIENCES

Position: Accounts & Administrative Executive
Company: Pyrosafe Technologies Trading
 Al Qusais 2 – Dubai
Duration: March 2011 till Date

- Reporting to Manager Finance
- Dealing for Credit Facility and relevant activities with the banks.
- Dealing with Bank for Documentary Credit (DC) / Letter of credit (LC) under UCP 600 for Import of Material under INCOTRMS 2010 from Russia, Australia and Malaysia
- Preparing documents for Performance Bond and Guarantee and submitting to the bank.
- Preparing profit and loss statements and monthly closing and cost accounting reports.
- Preparing month end statement i.e Trial balance, balance sheet, payable and receivable statement, income statement.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger Accounts, and document business transactions.
- Preparing monthly budget and monitoring the expenditure as per assigned budget.

- Monitor and review accounting and related system reports for accuracy and completeness.
- Prepare and review revenue, expense, payroll entries, invoices, purchase order and other accounting documents.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Supervise the input and handling of financial data and reports for the company's automated financial systems.
- Interact with auditors in completing annual audits.
- Preparing and issuing local & foreign Purchase Order.
- Preparing accounts payable schedule and reconciling report for CEO
- Coordinating with the shipping companies for import of purchased material.
- Coordinating with foreign and local vendors.
- Handling and maintaining the accounting transaction rerecord in hard copies and soft copies.
- Handling petty cash
- Reconciling the bank accounts on monthly basis.
- Preparing monthly WPS for staff and submitting to the bank for release of salaries.
- Preparing invoices to customer and collecting and reconciling the account receivable.
- Supporting and assisting the Sales depart in preparing quotations to the customer

Position: Accountant General
Company: Kinetic Engineering LLC
 Industrial Area, Sharjah.

Duration: October 2008 – February 2010

- Reporting to GM (General Manager)
- Preparing Fiscal Reports to present to Management
- Budgeting for project and monitoring the project expenditure as per assigned budget.
- Preparing project profitability
- Issuing Invoices to the customer as per contract and PO terms and conditions.
- Following customer to collect the receivable.
- Posting collection from customer
- Preparing monthly Account Receivable reports to present to Management
- Communicating with banks for bank guarantee for projects, cheques deposit and withdrawal of amounts for company petty cash.
- Reconciling the bank accounts on monthly basis
- Recording petty expenses daily basis

- Preparing RFQ
- Analyzing the vendors quote for reporting best price to the management.
- Preparing Local and foreign purchase order as per financial terms and condition agreed for.
- Preparing outstanding vendors payable and recommendation schedule for pay off vendors payable.
- Handling the payroll for more than 50 employees.
- Managing employees loan accounts and their installment schedule and monthly deduction
- Managing company assets ledger, calculation of their depreciation and valuation of the assets after depreciation

Position: Accountant

**Company: Hosain Ali Associates Accountants, Auditors, Corporate & Tax Consultants
Nishter Road, Karachi.**

Duration: July 2005 – September 2008

- Worked in Computerized and manual environment
- Handling Accounts of all clients up to Final Reports in Accounting Software beside MS Office.
- Handled multi type of Accounts of different clients including NGOs, Service Providers to Manufacturers and Sole Proprietorship to Limited Companies and facilitated their Taxation matters.
- Preparing monthly ledger accounts.
- Handling Cash Flow.

COMPUTER SKILLS

➤ **MS Office Applications:**

MS Office Professional - Excel, Word, PowerPoint, Ms Outlook express.

➤ **Accounting Software:**

Whiz Biz (ERP) Accounting System

QuickBooks

Peachtree Complete Accounting

Tally

Customized Accounting Software in FoxPro platform

Operating Systems:

Windows XP Pro, Windows Vista, Windows 7/8/10.