

Accountant with over 6 year's professional experience

HISHAM JUNAID C

Mob: 0522460506

Email: hishamjunaidcheladan@gmail.com

DUBAI - UAE



OBJECTIVE:

To work for an organization in the domain of **Finance & Accounting** where my skills and professional knowledge will be best utilized for growth of the organization and where growth is commensurate to one's effort and performance.

AREAS OF EXCELLENCE:

Financial Reporting	Accounts payable/Receivable	Month End Reporting
Payment processing	Bank facilities & Liaison	Journal Entries
General Ledger Balancing	Payroll	Intercompany & Project Accounts
Bank Reconciliations	Use of Accounting Software	Fund Disbursement

Professional Experience:

- ACCOUNTANT

CARE N CURE GROUP OF COMPANIES, Doha- Qatar (Sep 2011 – Oct 2016)

- Sr.Accountant

CHELADANCE MARUTI ENGINEERS, Kerala, India (Jan 2010 – Aug 2011)

PROFESSIONAL PROFILE:

- Prepare & maintain journal entries & review all daily transactions are properly posted into respective accounts/ledgers
- Prepare and review Vouchers, Quotation, LPO, Delivery note, Debit note, Credit note, Invoices, Receipts, Payments and any other related documents
- Maintain healthy liquidity in operations by reviewing day to day cash inflows and outflows
- Maintain ageing reports, following up of debtors, creditors, outstanding and reconciling their accounts
- Reconciliation of banks, customers account, supplier account, associated & Inter-company accounts periodically
- Manage & control Inventory; maintain Order Register, Material Inward and Outward Book
- Prepare & maintain salary, Leave salaries & End of Service Indemnity provisions, Employee Loans & Advances and other benefits & Final settlements etc.
- Manage Cash in Hand, Petty Cash, Multiple Bank accounts, Bank facilities like LC & LG & PDC Cheques
- Manage month-end close activities including the preparation and review of Adjustments & Closing entries
- Facilitate and complete monthly close procedures; prepare Trial Balance, Profit & Loss statements, Balance sheet and other reports as per management demands

- Maintain appropriate fixed asset register, track movement and disposal of assets
- Actively participated and interacting with the valuable clients & delegates, Liaison with all levels of management and departments, internal and external auditors, Banks & Regulatory agencies
- Perform other related duties as instructed by the management

ACADEMIC AND PROFESSIONAL RECORD:

- MBA in Finance (Pursuing)
 - Bharathiyar University, India
- Bachelor of Commerce (B.Com)
 - Calicut University, India
- Certificate of International Financial Accounting
(Institute of International Accountants, India)

TECHNICAL SKILLS:

- Oracle ERP (Accounts Module, Inventory Module, Payroll Module)
- Tally ERP 9
- Microsoft Office
- Confident to do any Accounting Software's

PROFESSIONAL STRENGTHS

- Ability to work on own initiative and to tight deadlines
- Problem-Solving & Decision Making
- Ability to work well, independently and as a member of team.
- Organizational: Effective at time management and prioritizing tasks to achieve deadlines.
- Presentation: Developed ability to produce reports and presentations to a professional standard.
- Interpersonal Communication: Strong team working, leadership and communication skills.
- Confident and consistent in producing results.

PERSONAL PROFILE:

Date of Birth	:	15-05-1990
Nationality	:	Indian
Marital Status	:	Married
Language Proficiency	:	English, Hindi, Malayalam
Religion	:	Muslim
Visa Status	:	Visit Visa

HISHAM JUNAID C