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| **IMG_20191228_124648**  **Mobile: +971 50 510 2750**  **Email**: **akbartahir0007@gmail.com**  [**akb.92@yahoo.com**](mailto:akb.92@yahoo.com)  **Add: Al karama near burjuman netro station exit 2 Dubai**  **Personal information:**  **Name: Akbar Tahir**  **Father Name: Mutahir Hussain**  **UAE LTV valid Driving License**  **Visa Status: Employment visa** | **AKBAR TAHIR**  **OBJECTIVE:**  To secure a position in a dynamic and progressive organization that offers versatile opportunities for comprehensive career building, growth and skill development in a challenging and innovative environment with an objective to constructively contribute towards the goals of the organization and to proficiently apply my knowledge, skills and abilities which I have gained through my education and work experience.  **CAREER SUMMARY:**   * Over All **10 year** experience in UAE. Accounts receivable and credit collections as well as cash collection. * Skilled in gathering, compiling, and maintaining basic credit information including customer sales. * In-depth knowledge of handling payment arrangements for customers * Self-motivated with the ability to interface well with internal and external customers * Proven record of contacting customers about delinquent payments and preparing reports reflecting class of credit and collection activity * Demonstrated ability to exercise independent judgment in obtaining payments * Documented success during 9 years of progressive experience and responsibility * Substantial knowledge of responding to a high volume of phone calls. * Ability to multi-task and prioritize   **SKILLS:**   * Excellent administration, and organizational skills and the ability to work under pressure * Professional who is proactive and enjoys a busy environment * Good computer skills (Microsoft Office Applications; Microsoft Outlook. **Oracle 12 E Business suits) ERP** and very good communication skills * Ability to work on long extended hours and to travel when needed   North Zone Supermarket delivery service in UAE | Talabat**WORK EXPERIENCE:**  **Position: Accountant**  **Company:**North zone Super market  **Period:** Jan 2022 to still  **Job Responsibilities:**   * .Reconciling the company’s bank statement and bookkeeping ledgers * Maintain accounting controls by preparing and recommending policies and procedures * · Guide operations, admin & clerical staff by coordinating activities and answering questions related to accounts (Quotation, Billing, Invoicing and Booking Report) * Maintain customer confidence and protect operations by keeping financial information confidential. * · Summarize current financial status by collecting information, preparing balance sheets, monthly profit and loss statements and other daily, monthly reports. * · Coordinating with the Landlords for monthly reports. Tracking and paying utility bills.   **Position: Sr.Accountant**  **Company:** Symbiosis International Distributor,  Importer Poultry & Livestock Medicine, Hyderabad,  Pakistan  **Period:** Feb, 2020 – 31-July-2020  **Position: Asset Credit Controller**  **Company:** Al Jadeed Bakery LLC, Dubai  **Period:** Jan, 2016 – 15 May, 2018  **Job Responsibilities:**   * To Ensure collection of all customers payments and Negotiating re-payment plans * Maintaining contact with clients to Resolve queries both internally and externally on outstanding invoices. * Strong follow-up Customer with Debt Collectors for collection from the customers due amounts, and provided of the Statement of Accounts then update. * Finalization of the new and existing contracts. * SOA and time to time and provided summary to management. * Issuance of the Credit Notes and Debit Notes to the customers as per the requirements. * Updating Aging Report as per Account Ledger   **Position: Accounts Receivable**  **Company:** Al Jadeed Bakery LLC, Dubai  **Period:** April, 2013 – Dec-2015  **Job Responsibilities:**   * Posts customer payments by recording cash & Credit * Posting and allocating daily receipts to accounting systems. * Posts revenues by verifying and entering transactions form system and local deposits. * Updates receivables unpaid invoices. Maintain records by posting invoices and verify validity of account by obtaining information from sales and Customer. * Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact. Summarizes receivables by maintaining invoice accounts record. * Monitoring & reconciliations of accounts. * Try to achieve monthly collection goals. with set by management * Highlight discrepancies in receivable and send for approval of management with supporting Documents. * Keeping update aging report. * Depositing all cash and received cheques into the company account. * Preparing monthly revenue report. * Timely collections of outstanding from debts clients. * Coordinate with customers to negotiate right payment plans.   **Position: Accountant Payables**  **Company:** Al Jadeed Bakery Dubai  **Period:** June 2011 – March 2013  **Job Responsibilities:**   * Preparation of all kind of daily, weekly ,monthly ,yearly Management Analysis * Prepares and records asset, liability, revenue, and expenses entries by compiling and analysing account information. * Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies. * Maintains general ledger by transferring subsidiary accounts; reconciling entries. * Receive and verify invoices and incorporate in the system for goods Sales, Sales Return and wastage invoices and reconciliation on daily bases * Monitoring the monthly salesmen cash collections at the month’s end. * Monthly, quarterly and annually discount analysis reports. * Finalization of the out-door salesmen's final outstanding balance statements Perform monthly closing of sales accounts and forward to the finance accounts department. * Checking & monitoring the day-to-day transactions in sales accounts.Data enter payment voucher. * Check and verification petty cash.   **Qualifications:**  B.Com from University of Sindh- year 2005  Intermediate from BISE Hyderabad – year 2003  Matriculation from BISE Hyderabad ***–*** year 2001  **Reference:**will be furnished on demand. |