

SYED SULEMAN

Seeking for the position of an Accountant.

Mobile: +971-50-1017787



E-mail: syedsuleman77@hotmail.com

URL: <https://www.linkedin.com/in/syed-suleman-427476199>

Objectives: I am a well experienced professional in Accounting, Finance, Business Management and Administration. Having nineteen years of working experience in the U.A.E, currently seeking to obtain a suitable job, where I can utilize my experience and knowledge to the growth of the employing organization.

Professional Summary: Dynamic Professional Enthusiastic, energetic, self-motivated, quick learner and trained executive. with experience in preparation of various management required reports. Expert in software's such as ERP, Microsoft Excel, MS-Office and Power point. A dedicated team player, organized work approach, complete dedication and capability to perform under work pressure. Possess excellent administration, coordination, communication, interpersonal and computer skills.

EDUCATION & COURSES

Bachelor of Commerce

IEDU, Hyderabad, India

1994

Diploma in Computerized Accounting

Hyderabad, India

2002

Diploma in Computer Applications

Hyderabad, India

2002



PROFESSIONAL EXPERIENCE

Feb 2021 Till Date

Ambitions Metal Products LLC

Ambitions Contracting & Gen. Maintenance LLC

Working as an Accountant

DIC, Dubai, UAE

Job Description

Accounts Payable Costing & Stock Management:

- Scheduled the Creditor's Payment plan and release the payment as per the funds available in the Bank accounts.
- Scrutinizing of Suppliers, sub-contractor's payment as per bank status, Accounts Payable aging analysis reports.
- CDC's, PDC's & Bank Transfers issuance and control as per statement of accounts (SOA) from every supplier.
- Shipping Cost to be loaded on the local & import invoices plus calculate import duty against all invoices monthly.
- Generate costing report per project & Generate the stock report and reconcile every month with production dep.

Sales, Accounts Receivable & Credit Control:

- Approving item packing list as per quotation against job numbers and DO's as per packing list of stock supplies.
- Tax invoice issuance based on daily sales, all delivery BOQ works done as per cash, Credit and Credit Card sales.
- Outstanding collection follow ups daily, tracking bank status POS sales, daily deposit cash and CDC's & PDC's.
- Analyzing day book of cash and bank, reconcile every debtor's ledger and A/C Receivable aging analysis reports.

Accounting, Audit, Analysis & VAT filing:

- Follow IFRS procedure handling main Cash, Bank a/c, float and petty cash, reconcile these ledgers daily basis.
- Follow GAAP procedure with error free accounting and reconcile inter-company ledger accounts every week.
- Prepayment allocation monthly, administration staff payments, asset accounting and depreciation monthly basis.
- Prepare quarterly VAT returns with input, output and RCM on import purchase, pass necessary JV end of quarter.
- Prepare P & L, month closing procedure and submit all the reports to management on first week of every month.
- Pay and execute daily expenses claim form by bank, by credit card and by float account to company employees.

HR, Payroll & Office Management:

- Self-Correspondence by emails, Project Estimation for each and every upcoming and Office record maintenance.
- Internal control procedures and forms, minutes of meetings and archiving office files as per company procedures.
- Prepare attendance of employee and factory workers, all governance, labor law, leave, gratuity, payroll and wps.

**Sr. CA & Accounts Pay at****Feb. 2010 To July 2020****M/S. Etisalat (Outsourcing from Innovation JLT, Dubai, UAE.**

- Preparing daily cash position based on bank statement update in excel and submitted to top management by email.
- Preparing monthly cash flow forecast with PM & management advice. Prepare monthly budget based on projects.
- Verifying and posting supplier invoices and obtaining the statement of accounts (SOA) from suppliers to match.
- Advance payment given against LPO's agreement un dated security cheque's or bank guarantees and monitored.
- Verifying bank statement, passing necessary required JV's prepared bank reconciliation statement every month.
- Checking receivable payment certificate, sending Tax invoice to clients and followed up for collection of money.
- Correcting trial balance and passing necessary adjustment entries and prepare stock analysis report every month.
- Prepare monthly payroll and WPS salary payments also maintained employee HR records and leave and gratuity.
- Month end process assets accounting, depreciation charges, prepaid and provision JV's done ready P&L reports.
- Ensuring that all sales administration and customer service activities run smoothly, networking and CST referrals.

Accountant & Store in Charge**April 2003-Dec 2009****M/S. BRAINWAVE COMPUTERS L.L.C****Dubai, U.A.E**

- Release the stock to production department and reconcile with them every end of the week and tallied stock list.
- Import all computers parts like mother board, CUP, rams and graphic cards and all other accessories from China.
- Export all the same and assembled desktop computers, laptops, all sizes screens and other parts to GCC countries.
- Daily Prepare PO than receipt Note and Purchase bills entries with or without debit and credit notes if necessary.
- Based on daily delivery schedule prepare sales invoices and signed invoice with signed delivery notes and filed.
- Prepare weekly brand wise, customer wise sales report and receivables & Payables monthly outstanding reports.
- Weekly checking of shipment details and stock arrivals receiving stock GRN done as per management instruction.
- Prepare Bank reconciliation, Cash ledger, petty cash and float ledger reconciliation, forecasting for every month.
- Ensure all financial records are maintained in compliance with IFRS. Ensure the proper allocation of all entries.
- Reconcile stock procedure every month as physical stock in hand make necessary adjustments and prepare report.

ADMIN & ASSISTANT ACCOUNTANT**Nov 1999 to Oct 2002****PANEL COSS LINKERS PRIVATE LIMITED, INDIA**

- Prepare packing list and according to that prepare delivery notes and dispatch the material with signed DO notes.
- Once stock delivered lot wise according to that prepare sales invoice to follow the purchased order and match it.
- Prepare aging accounts payable excel file and prepare the list of creditors as per the aging to prepare the payment.
- Procedure of payment twice in a month first and fifteenth of every month to make payment voucher of creditors.
- Took out the original invoices attached with the bank payment vouchers and make the TT, PDC or CDC Cheques.

- Prepare accounts receivable aging report follow up and communicate with clients through phone or email them.
- Make receipt entries weather it is form of cash, CDC or PDC entered details and send it to deposited in the bank.
- Scrutinizing the payment process in order to prepare payment to suppliers and sub-contractors verify statement.
- Receiving all the cash sales and credit card sales credit card slip with invoices managed and ensure properly filed.
- Make payroll attendance of all office employees and factory workers posted every end of the month.

♦ I.T Skills

ERP Experience. : Tally-ERP 9, Tally Prime, ZOHO Books, Focus-ERP, QuickBooks & SAP (Business One)



♦ MS-Office Proficient , Excel, Word, Power point, MS Outlook



♦ Operating systems: Microsoft Windows, AS400, Citrix, Networking, Internet Applications & Tools

♦ Languages Known: English, Hindi, Urdu & Arabic (Intermediate)

▪ General Information:

- | | |
|--|--------------------------------|
| ▪ Date of Birth: 25.05.1973 | Nationality: Indian |
| ▪ Gender: Male Marital Status: Married | LMV Driving License: UAE |
| ▪ Visa Status: Employment | Salary expectation: Negotiable |

▪ **References:** Sana Suleman (Wife) as a (H.O.D) Working in JSS International School.

▪ Declaration:

- I hereby declare that the details furnished by me are true to the best of my knowledge. If I have been given an Opportunity to work in your Esteemed Organization., I will work honestly and diligently.

Yours Faithfully,
Syed Suleman