

curriculum vitae

**Syed Ibrahim**

Abu Dhabi, United Arab Emirates

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**Career Objective**

To seek a challenging position as a **Senior** **Accountant** in a challenging and stimulating environment envisaging personal growth and career development associating with an organization that provides an ambiance for learning and professional growth.

**Summary:-**

* Strong **accounting** **knowledge and background.**
* Excellent skills in **communication and negotiation.**
* Strong **analytical and organizational skills.**
* Detail, **efficient and goal oriented**.
* Exceptional **written and oral communication abilities.**
* Able to tact **work load and work pressures.**
* Capable to arrange **the works according to the preference and importance.**
* Enthusiastic, versatile, problem solver, **juggles multiple tasks, responds creatively** and **quickly with conventional or unconventional solutions.**

**Personal Attributes**

Highly organized, efficient, flexible and versatile team player who will work hard and excel in any environment. Dedicated and committed, willing to take on challenging roles, tough assignments and work to tight deadlines.

**Professional Experience**

**M/s. ADEEB GROUP, Abu Dhabi, U.A.E**

Accountant

**5 Year experience From September-2009 to at present**

***Major Responsibilities***

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* Maintain the assigned subsidiary ledger and timely updating of accounts receivable or payables (as applicable), including process adjustments and the reconciliation of accounts to ensure necessary records are accurate and in agreement.
* Issue invoices as deemed necessary, in a timely and accurate manner in order to ensure timely collection of receivables
* Monitor accounts to ensure that invoices are properly managed and ordered and any delayed payments or irregularities is highlighted to the line manager for suitable remedial action
* Maintain vendor and accounts receivable customer files and ensure proper coordination of all payment history, quotes, collection efforts, etc. and to enable timely collection of payments. Provide all support to collection related personnel in terms of account analysis, ageing etc. to allow timely collection of debts.
* Prepared and reported prior/current period adjustments and maintained bank reconciliations.
* Resolved complex accounting discrepancies and irregularities.
* Implemented financial controls systems and authorized payment/cash movements and inter-company transfers.
* Checked the accuracy of monthly accruals, revenue close, variance analysis, and performed inter-company reconciliations to ensure volume allocations and prices were correct.
* Monitored and reviewed accounting and system generated reports for accuracy and completeness.
* Adhered to the month end close checklist to ensure all month end procedures were fully completed under the strict time schedule.
* Reviewed, investigated, and corrected errors and inconsistencies in financial statements and reports.
* Responsible for the timely and accurate preparation and distribution of monthly, quarterly & annual internal financial statements and reports to management.
* Supported internal and external audit reviews.
* Communicated and established effective working relationships with internal operations and external customers.
* Accounted for company’s fixed assets expenditures ensuring compliance with company policies. Maintained fixed asset depreciation schedules.
* Performed accounts payable functions for maintenance expenses.
* Managed vendor accounts, generating weekly on demand cheques.
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
* Created budgets and forecasts for the management group.
* Ensured compliance with accounting deadlines.
* Processed monthly payroll for 300+ employees & WPS Processing.
* Liaise with bankers regarding financial transactions.

**Academic Education**

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| 2011-2013 | **MASTER OF BUSINESS ADMINSITRATION (FINANCE)**  From Madurai Kamaraj University DDE, Madurai, India. |
| 2006-2009 | **BACHELOR OF COMPUTER APPLICATION (BCA)**  From Madras University, Chennai, India. |
| 2004-2006 | **HIGHER SECONDARY EDUCATION (PLUS TWO)**  From MHSS, Govt. Of Chennai, India. |

**Computer Education**

* **Computer Accounting**
  + [Tally 7.2, Tally 9, Gallant Job Costing, Focus 6, Focus RT]
* **Software / Application**
  + [MS Word, MS Access, MS Excel,  Internet Explorer, Outlook, Outlook Express, PowerPoint, Adobe Photoshop, SQL Server]
* **Languages and Scripts**
  + [C, C++, Visual Basic, Java, HTML, TCP/IP, SQL]
* **Operation System**
  + [Windows98, Windows2000, Windows XP, Vista, Windows 7, Windows 8]
* **Computer Skills**

Computer assembling and maintenance.

Troubleshooting hardware and software problems.

Configuring and troubleshooting desktops, laptops and servers.

Familiar knowledge in servers, printers, networking and telecommunications devices.

Installing and configuring the peripherals, components and drivers.

Managing and Maintaining the Servers, PC’s, Routers and Switches.

Configuring and troubleshooting Microsoft Outlook and Outlook express.

Installing software and application to user standards.

**Personal Data**

DOB : 10th May 1989.

Nationality : Indian.

Marital Status : Single.

Hobbies : News Reading, Football, Cricket.

Driving License : Valid U.A.E Driving License

Other Skills : Type writer English Lower Grade

**Linguistic Capabilities**

Speak : English (Good) Hindi (Good), Tamil (Good), Malayalam (Good), Arabic (Average)

Read & Write : English, Tamil & Arabic (Read Only)

**Self-Appraisal Profile**

As an overview, I am a result-oriented self-starter, flexible and effective communicator, problem solver, with ability to focus on solutions and remain calm in crisis situation. I am organized, proactive and aspiring towards improving current procedures.

**Professional Reference**

To be provided on request.

I do hereby declare that the information give above is true and fair.

SYED IBRAHIM .B