



# K H A J A

# Y O U S U F U D D I N

SENIOR ACCOUNTANT:  
EXPERIENCE OF 8 YEARS

## CONTACT

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## EDUCATION

- MBA FINANCE
- Bachelor of commerce
- Board of Intermediate
- Board of secondary

## AREAS OF EXPERTISE

- MS-Office
- Tally
- Creativity
- QuickBooks
- Outlook
- key profit
- Peachtree
- SAP
- CRM

## ABOUT ME

A qualified, hardworking and result oriented professional having more than 8 years of work experience in Finance & Accounting department in UAE. I am a reliable and dedicated individual aiming to work in a reputed organization to secure a responsible position while sharing my experience and abilities for mutual growth and success.

## CORE COMPETENCIES AND SKILLS:

- Accounts Receivable & Payables
- Prepayments, Provisions & Fixed Assets Register
- Customer Relationship
- Inventory Reconciliation
- Ledger & Bank Reconciliation
- Value Added Tax
- Internal & External Audit Coordination
- VAT Filing
- VAT Return Filing
- Sales Invoicing
- Purchase Invoicing
- Petty Cash Management
- Profit & Loss a/c & Balance sheet
- Accounts Finalization.

## ➤ LANGUAGE

English

Hindi

Telugu

## **EXPERIENCE**

### **❖ Senior Accountant at AL Amjad World Freights & Logistics LLC(Dubai)(2023-Present)**

- Ensure that all accounts responsibilities are handed efficiently and effectively.
- Perform day to day financial transactions, including verifying, classifying, posting and recording accounts data.
- Generating Sales Invoices and Submitting to customers on time .
- Preparing payments to shipping lines as per outstanding.
- Verify the invoices and other accounting documents to evaluate their accuracy, legality, and adherence to company policies.
- Managing accounting payable and receivables of the firm.
- Maintain all accounting voucher Entry and Petty cash Maintenance.
- Cheques Preparation, daily wise cash & Cheques deposited in a bank.
- Sending SOA weekly and monthly basis, follow up to the person to collect the payment on time.
- Ensure SOA update correctly and resolve the invoice correction & disputes within time.
- Reconciliation bank statements by comparing transactions to the general ledger.
- Preparing the debtors aging twice a month for review and update to the management.
- Responsible for all provisions, Prepaid and Fixed assets register.
- Preparing the Profit and loss at the month end and submitting to management.
- Participate in Internal audits with implementing advises with immediate effect.
- Filing quarterly vat returns to FTA on time.
- Submitting vat refund request along with documents in FTA on time.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Maintain all the files documented properly with necessary approvals and supporting doc.
- Assisting auditor in annual audit with supporting doss.
- Check and verify the sales invoices with the Purchase order and delivery note, dispatch the invoices to customers on time in order to avoid payment delays.

### **❖ Accountant at AL Mashaweer Transports & Logistics LLC (Dubai)(2021-2022)**

- Perform day to day financial transactions, including verifying, classifying, posting and recording accounts data.
- Verify the invoices and other accounting documents to evaluate their accuracy, Legality, and adherence to company policies.
- Ensure that all accounts responsibilities are handed efficiently and effectively.
- Sending SOA weekly and monthly basis, follow up to the person to collect the payment on time
- Managing accounting payable and receivables of the firm.
- Process the payments after reconciling and verifying the documents & approvals as per the terms in LPO
- Ensure SOA update correctly and resolve the invoice correction & disputes within time.
- Reconciliation bank statements by comparing transactions to the general Ledger.

- Preparing the debtors aging twice a month for review and update to the management.
- Responsible for all provisions, Prepaid and Fixed assets register.
- Ensure General Ledger entries are accurate and are in line with Company Procedures.
- Preparing the Profit and loss at the month end and submitting to management.
- Assist to submit Weekly/monthly reports and VAT reports and filing.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Maintain all the files documented properly with necessary approvals and supporting doc.

**❖ General Accountant at Breeze Chiller Transports LL C (Dubai) (2017 - 2019)**

- Generating Sales Invoices and Submitting to customers on time.
- Maintain all accounting voucher Entry and Petty cash Maintenance.
- Maintain day to day Accounts & reports on time.
- Follow up of Debtors payments and Age wise analysis.
- Cheques Preparation, daily wise cash & Cheques deposited in a bank.
- Bank Reconciliation and Reconciliation of Debtors & Creditors.
- Maintain fixed assets register, Depreciation on fixed assets.
- Working closely with invoicing team for invoices dispatch to the customers On time.
- Assist to submit Weekly/monthly reports and VAT reports and filing.

**❖ Accounts Assistant at Direct Shipping Services / Global Cargo (UAE) (2015- 2016)**

- Responsible for all payables and receivables including Dubai customs & DP worlds.
- Ensure appropriate documentation and approval for invoices prior to payment.
- Processing Vendor invoices in compliance and with financial policies and procedures.
- Charge expenses to cost centers by analyzing invoices/expenses reports reconciliation.
- Reconcile supplier and customer statements investigating and correct the discrepancies.
- Reconcile processed work by verifying entries and comparing system reports to balances supplier payment information.
- Sending weekly and month statement of account follow up with debtors for outstanding payment.
- Ensure SOA update correctly and resolve the invoice correction & disputes with in time.
- Working closely with invoicing team for invoices dispatch to the customers on time.
- Manage and update supplier files make sure all relevant information is available on every supplier.
- Ensure to prepare the sates and P&L reports on time and reporting to accounts head.
- Assist with monthly and year end closing books with ensuring general ledger entries are accurate and in line with company procedures and accepted accounting practices.

# **STRENGTH**

## **Leadership**

The act of guiding a team or individual to achieve a certain goal through direction and motivation

## **Attention To Details**

The ability to focus on what really matters and be able to perform your duties efficiently and effectively.

## **Time Management**

Time management is essential for accountants to possess because, once again, deadlines don't wait on anyone.

## **HOBBIES**

- Learning
- Driving
- Cooking
- Traveling
- Movies

# **ADDITIONAL INFORMATION**

- Professional Accountant with experience in every procedural cycle of accounting process.
- Commitment to high quality standards of accounting work.
- Follow Confidentiality and authentic.
- Good at numerical and analytical skills.
- Excellent time management skills.
- Evaluating accounting options and making recommendations.

## **PERSONEL INFORMATION**

Driving license	UAE Valid / own car
Nationality	Indian
Birth Year	1991
Passport Validity	25/09/2034
Visa Status	Employment

## **ACHIEVEMENT**

- Prevented unnecessary expenditures for the company .
- Established and nurtured robust relationships with client.
- Surpassed monthly performance objectives.
- Realized financial benefits.
- Employed financial forecasting to mitigate risks.

## **DECLARATION**

The information published above are true to the best of my knowledge and if given an Opportunity. I will strive for Quality and efficient work with obedience and sincerity to work as my main goal.

**Date :**

**Place : Dubai**

**(Khaja yousufuddin)**