



KHAJAYOUSUFUDDIN

SENIOR ACCOUNTANT: EXPERIENCE OF 10 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:

- Sales Invoicing
- Purchases Bookings
- Petty Cash Management
- Accounts Receivable & Payables
- Prepayments, Provisions & Fixed Assets Register
- Customer Relationship
- Inventory Reconciliation Ledger & Bank Reconciliation
- Internal & External Audit Coordination
- VAT Filing & C.T Filing
- VAT Return
- Accounts Monthly Closing GL.
- Profit & Loss a/c & Balance sheet.

➤ 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.
- Managed all financial transactions, including invoicing clients, processing payments, and reconciling accounts for freight forwarding services.
- Arranged payments for landing fees, terminal service fees, VAT, and duties & taxes, ensuring compliance with international trade and tax regulations
- Handled accounts payable and receivable, ensuring timely and accurate payment processing for carriers and clients.
- Managed and maintained all freight and customs documentation, including bills of lading, invoices, and customs forms.
- Managed accounts receivable ledger, processing high-volume and complex import/export invoices accurately and efficiently.
- Resolved client billing issues and discrepancies by investigating charges, ensuring customer satisfaction and prompt payment collection
- Collaborated with operations, customer service, and sales teams to resolve billing discrepancies and account issues.
- 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.
- Negotiated payment terms with vendors and clients to optimize cash flow and profitability.
- Maintained accurate financial records in the ERP system, ensuring audit readiness for all transactions
- Verified and investigated discrepancies in vendor invoices, ensuring accurate charges and resolving issues promptly.
- Monitored and managed individual route margins to ensure profitability and cost control KPIs were met.
- Maintain all accounting voucher Entry and Petty cash Maintenance.
- Sending SOA weekly and monthly basis.
- Reconciliation bank statements by comparing transactions to the general ledger.
- 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 & Corporate Tax Filing.
- Submitting vat refund request along with documents in FTA on time.
- Assisting auditor in annual audit with supporting doss.

❖ **Accountant at AL Mashaweer Transports & Logistics LLC (Dubai)(2021- 2023)**

- 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.
- Responsible for all provisions, Prepaid and Fixed assets register.
- 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 - 2020)**

- **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 Overtime.
- Assist to submit Weekly/monthly reports and VAT reports and filing.

❖ **Accounts Assistant at Direct Shipping Services / Global Cargo (UAE) (2015- 2017)**

- 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 within time.
- Working closely with invoicing team for invoices dispatch to the customers on time.

ADDITIONAL INFORMATION

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.

- 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 /Car
Nationality	Indian
Birth Year	1991
Passport Validity	25/09/2034
Visa Status	Employment

HOBBIES

- Learning
- Driving
- Cooking
- Traveling
- Movies

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 Yousuf Uddin)