



Abid Khan

📞 055 400 7812 📩 abidsr88@gmail.com

📍 Sharjah , UAE

📅 13/05/1987 🚗 Valid UAE Driving License

🔗 <https://www.linkedin.com/in/abid-khan-29b9357b>

Profile Summary

- * MBA (Finance), Looking for a professional career in the field of Finance, Accounts & Administration.
- * Currently Working in Ali Mousa Holding Group, as an Accountant , Sharjah, UAE.
- * 1 year experience in Accounting & Sales Coordinator in Invention Vision Medical Requisites Tr. llc, Sharjah, UAE.
- * 4 year's experience in Accounting, Office Administration and Real-estate in Art and Frames llc, Dubai, UAE. 1 year
- * experience in Lifestyle International Pvt. Ltd.(Landmark Group) worked as a Senior Customer Support Representative, in India.

Professional Experience

Ali Mousa Holding Accountant



02/2020 – Present | Sharjah, UAE

- * Preparing Cash payment vouchers, Cash Receipts, Bank/Cash Adjustments Vouchers, Journal Vouchers & Purchase Vouchers. Date Wise Cash Ledger with (Approved & Unapproved Transaction)
- * Preparing Invoices (Bill booking) & Goods Receiving Note.
- * Supervise and guide the Accounts Payable (AP) team, ensuring timely and accurate processing of all supplier invoices, purchase orders (POs), customs duties, utility bills, and telecommunications expenses.
- * Review all the documents support for payments to suppliers and Sub-Contractors, payment mode could be cheque & bank transfers.
- * Generate and submit periodic AP reports to Senior management. & Bank Reconciliation
- * Preparation and maintenance of fixed assets register (Asset Receipt Note), Receivable follow up & Posting.
- * Posting Petty cash bills, Supplier invoices Posting and payment. ☑
- * Preparing Monthly Cash flow Statement.

Invention Vision Medical Requisites Trading llc. Accountant 02/08/2018 – 22/08/2019 | Sharjah, UAE

- * Maintaining Accounting activities.
- * Responsible for Accounts Receivables and Accounts Payable processes.
- * Preparation of employee's salary by calculating their overtime, leaves, incentives and their sales based commission.
- * Preparing quotations, Sales order, delivery note and Sales invoices.
- * Review all the documents support for payments to suppliers and other third party, payment mode could be cheque and bank transfers.
- * Making wired payments for foreign suppliers.
- * Perform daily entry of accounting and weekly perform checking and updating.
- * Documenting all Accounts Receivables and payable transactions & maintaining the official files.

Art and Frames llc. Accountant

21/03/2014– 11/06/2018 | Dubai, UAE

- * Preparing Monthly Sales reports, and Salary reports for all employees.
- * Responsible for Accounts Receivable, Accounts Payable Processes and Payroll.
- * Documenting all Accounts Receivable and Accounts Payable transactions.
- * Making wired payments for foreign suppliers.
- * Preparation of employee's salary sheet by calculating their overtime, leaves, bonus, incentives and their sales based commission.
- * Review all the documents support for payments to suppliers and other third party, payment mode could be cheque and bank transfers.
- * Preparing invoices, quotations, sales order and delivery note.
- * Handle cashier functions (up to bank deposit).
- * Handling Real estate property.
- * Assist clients with property sales and development.
- * Coordinate property Viewing, closing, Over viewing & document signing.
- * Preparing Tenancy Contract for Tenants.

Senior Customer Support Representative

- * Build and maintain good working relationship at all levels and training newly joined representatives.
- * Attending customers and demonstrating the products.
- * Communicating the customers about newly arrived products and existing offers.
- * Resolving customer complaints through Customer Service Desk.
- * Organize and maintain office files, documents.
- * Weekly checking of stocks.
- * Self-updates with sales related information.
- * Achieves assigned sales target, monthly, quarterly & yearly.

Education

Master of Business Administration (MBA) Madurai Kamaraj University Year-2011 | Chennai, INDIA

Financial Management, Accounting , Business taxation

Project: Housing Loan- Syndicate Bank for partial fulfillment of the requirements for the degree of MBA**Bachelor of Business Management (B.B.M)** Mangalore University Year-2008 | Karnataka, INDIA

Technical Skills

Microsoft Excel * Internal & External Audit Support * General Ledger Accounting

Accounts Payable & Receivable Management * Effective Communication * Organizational Skills

Attention To Details * Management Reporting * Documentation & Record Keeping

Tally ERP * ePROMIS * Data Accuracy * Problem-Solving * Time Management

Known Languages

English | Malayalam | Hindi | Kannada | Tulu

Certificates

- Diploma in Computer Application
 - Accounting with Tally ERP
 - Analysis in Excel
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