

Ismail Shaikh

Senior Accountant

Highly motivated, skilled and result oriented professional with more than 10 yrs. of extensive experience in Accounting and Financial Services. With a proven track record of managing AR/AP team, coordinating with logistics team, and implementing best practices. Committed to delivering outstanding results.

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🛂 Visa Status: Visit Visa

📍 Dubai, UAE

WORK EXPERIENCE

Senior Accountant

Cargo One Agencies India Pvt, Ltd

12/2018 – 09/2023

Goa-India

- **Financial Reporting:** Prepared and analyzed financial statements including income statement, balancesheet, and cash flow statement.
- **Budgeting and Forecasting:** Collaborated with the management team to create budgets and financial forecasts. Monitored budget performance, providing insights to optimize financial resources for efficient freight operations.
- **General Ledger Management:** Maintained the general ledger, ensuring the accurate recording and categorization of financial transactions including international and domestic shipments.
- **Cost Accounting:** Analyzed and allocated costs including shipping, customs clearance, warehousing, transportation, and related expenses. Tracked and managed cost data to support cost-effective freight operations.
- **Cargo Documentation:** Ensured the accurate and timely preparation of financial documentation, such as invoices, bills of lading, and customs paperwork. Verify the accuracy of charges and fees associated with shipments.
- **Accounts Payable and Receivable:** Oversaw accounts payable and accounts receivable processes including tracking outstanding invoices, managing payments, and reconciling financial transactions with service providers and customers.
- **Freight Cost Analysis:** Analyzed and controlled freight costs related to transportation services, evaluating the efficiency and cost-effectiveness of different shipping methods and routes.
- **Bank Reconciliation:** Conducted bank reconciliations, critical in a business with numerous financial transactions.
- **Internal Controls:** Established and maintained internal controls and processes

to safeguard company assets, ensuring financial accuracy and compliance with industry regulations.

- **Audit Support:** Supported internal and external audits by providing auditors with financial documentation. Ensured compliance with audit requirements and addressed audit findings.
- **Financial Analysis:** Conducted financial analysis analyzing shipping routes, optimizing transportation costs, and evaluating the financial impact of changes in freight demand.

Accountant

Bold International FZCO

05/2013 - 06/2017

Dubai-UAE

Accounts Payable: (2 years)

- Process and post vendor invoices on ERP with necessary approval.
- Process bank transfers and print Check for vendor payments.
- Visit banks for the issue of LC and bank guarantees
- Daily Bank reconciliation.
- Maintain Vendor aging and release payments as per the credit terms / estimated budget
- Ensure the timely reporting of all monthly financial information.
- Assist Finance Manager in the daily banking requirements.
- Supports budget and forecasting activities.
- Work with the Finance Manager to ensure a clean and timely yearend audit.
- Vendor maintenance and vendor reconciliation on ERP
- Renegotiate Payment terms with suppliers
- Research and resolve all payment queries with suppliers.
- Reconciliation of AP to GL

Accounts Receivable: (2 years)

- Prepare and Monitor Customers Invoicing.
- Constant and timely follow up with Customers to maintain ageing as per credit period.

- Posting of Invoice & payments received from customers on ERP
- Prepare collection report on daily, MTD and YTD basis.
- Preparation of Commercial Invoice, Packing List and Delivery note.
- Review Customers Ageing on weekly basis.
- Reconcile A/R to the G/L
- Interact with customers to resolve outstanding issue
- Post goods returns from customers with proper reasoning.
- Daily Bank Reconciliation and confirmation of receipts to internal sales team.
- Preparation of Monthly Itemized Sales report and submission of the same to the management
- Preparation of Statement of Account of Customers.
- Maintain Audit Schedules like Subsequent payments & advances from customers, balance confirmation etc.

Cashier: (2 years)

- Make Petty cash payment to local suppliers, Office Requirement, pantry supplies, warehouse supplies.
- Make Critical payments such as DEWA, Etisalat by Cash.
- Make Salary payments to employees in cash.
- Make Cash payment to forwarding agents for Bill of Entry and SASO Certificates.
- Preparation of Cash Flow Statement by ascertaining critical payments
- Record and Tally Cash transaction on daily basis.
- Prepare Cash Forecast report.
- Banking: Make Cash Withdrawals for Petty cash as per Cash Flow and Deposit payments received from debtors.

Accounts Supervisor

Club Mahindra Emerald Palms

09/2010 – 01/2013

Goa-India

Accounts Receivable

- Monitor Invoicing and collection follow-up to maintain the debtors ageing less than 60 days on SAP ERP.
- Passing Commissions to TA as per the contract and Monthly Reconciliation of TDS recoverable.

- Maintain advance from customers and do the settlement as soon as guest checks out.
- Reconciliation of guest ledger & remittance and allowancing with proper reason.
- Supervise day to day activities of the Accounts Receivable Clerk
- Weekly ageing review and do the settlement of accounts in a timely manner. Reconciliation of bank on regular basis. Sending MIS reports such as Flash Report, Weekly collection report, ageing with comments to corporate office, Allowance Report.

EDUCATION

Bachelor of Commerce

Goa University – Goa (India)

Diploma in “GNIIT Program” from National Institute of Information Technology (NIIT) - Bangalore (India)

Digital Marketing certification from Google

SKILLS

- Excellent planning, organizational & decision-making capabilities.
- Leadership skills.
- Team player.
- Good problem solving skills.
- Focused & result oriented.
- Advance Excel: VLOOKUP, sum if, pivot table,
- Programming Languages: C, C++, VB.NET 2005, ASP.NET Ms Dos Batch file programming, Databases: SQL Server 7.0/2000

INTERESTS

Music, Reading, Social Media, Travelling, Sports

CERTIFICATES

GNIIT program – NIIT Bangalore
Digital Marketing certification from Google

LANGUAGES

English-Full Professional Proficiency
Hindi-Native or Bilingual Proficiency