

Syed Navaid Ahmed **(Accounts Professional)**



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Visa Status: Employment Visa.
Nationality: Pakistan.

Career Profile

Highly competent team spirited professional with 30 years experience in accounts and finance in different companies designated at different titles. Maintained ledger on ERP system as well as manual. Well known to operate different accounting software and ERP i.e Oracle JD Edwards.Ver 9.0.and Tally ERP 9.Excelled in reconciliation of banks statement, account receivable and payable. Make ageing report for over dues payments from creditors. Book invoices of all the vendors and make payment as per credit terms. Deposit of VAT tax and withholding tax in government treasury on prescribed time, and e-filing of sales tax and withholding tax on prescribed time.

Professional Skills

- ✓ Bank Reconciliations to match any difference between bank books and companies record.
- ✓ Party ledger reconciliation to ensure the exact balance of creditors.
- ✓ Reconciliation and submission of VAT filing.
- ✓ Assist and conduct the audit by external auditors
- ✓ To recovery by telephonic conversation of overdue payments.
- ✓ Worked on Account Payables / Account Recievables.
- ✓ Worked on ERP Oracle JD Edwards 9.0 Ver.
- ✓ Worked on ERP Tally 9.
- ✓ Used frequently Microsoft office, Excel, Word, Outlook.
- ✓ Worked as office administrator to accomplish all the office matters.

WORK EXPERIENCE:

Accountant / Admin Manager **Pearl Haute Couture Dubai.U.A.E.** **(The Abaya Shop and Show Room)**

Tenure: 27th April 2020 to Date.

Duties & Responsibilities

- ✓ Stock taking and maintained the Abaya Stock.
- ✓ To maintained the staff attendance and holidays.
- ✓ Calculation and computation the end of service and leave pay of staff.
- ✓ Coordinate with the PRO for renewal, cancellation and new VISA for staff.
- ✓ Hiring the staff by posting add on net.
- ✓ Maintained the customer ledgers.
- ✓ Handling of petty cash.
- ✓ Maintained the supplier's ledger.
- ✓ Conversation through email on various matters form Govt. authorities and suppliers.
- ✓ Maintain the filing system.
- ✓ Make payment and receipts and put in the computer as well as manually.
- ✓ Prepare monthly staff salary and send email to the bank.
- ✓ Monitor the purchases of fabric to ensure the quantity and store in the store room
- ✓ To control the fabric stock.

- ✓ To put the Bar code on every finished Abaya by the system.

Accountant

Stanley Lubricants Dubai.U.A.E.

Tenure: 17 th November 2017 to February 2020 .

Duties & Responsibilities

- ✓ Reconcile Banks & parties Ledger.
- ✓ Input all transactions in accounts software.
- ✓ Make recovery from all the account receivables on daily basis.
- ✓ Book invoices / bills of all the vendors and make payment as per payment terms.
- ✓ Issue the income tax challans / certificates to suppliers.
- ✓ Make ageing report for over dues payments from creditors.
- ✓ Issue the income tax challans / certificates to suppliers.
- ✓ To handle petty cash.
- ✓ Stock taking of the store on monthly and annually basis.
- ✓ To make payments to suppliers on credit term basis.
- ✓ To make Monthly Journal entries to balance the accounts.
- ✓ To book orders from customers

Academic Information

Degree/Certificate	Examine Body	Year
Bachelor Of Commerce (B.Com)	Karachi University	1991
Intermediate	Board of Intermediate	1986

