



# KHAJA YOUSUFUDDIN

SENIOR ACCOUNTANT:  
EXPERIENCE OF 8 YEARS

## CONTACT



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## EDUCATION

### Bachelor of commerce

2012-2014

Satavahana University

### Board of Intermediate

2010-2011

### SSC

Board of secondary  
2009

## IT FORTE

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

## 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 & Payable
- Profit & Loss a/c & Balance sheet
- Accounts Finalization
- Collection, Payments & Aging Reports
- Prepayments, Provisions & Fixed Assets Register
- Customer Relationship
- Inventory Reconciliation
- Ledger & Bank Reconciliation
- Value Added Tax
- Internal & External Audit Coordination
- Tally ERP 9 & I-Pack & SAP
- VAT Reporting
- Sales invoices
- Petty Cash

## LANGUAGE

English

Hindi

Telugu

## EXPERIENCE

### **Accountant At AL Amjad World Freights & Logistics LLC (Dubai) (currently)**

- ◆ 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 advices 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 docs.
- ◆ 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 LLC (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 ontime.
- ◆ 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 to suppliers and 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 sales 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.

### **AREAS OF EXPERTISE :**

Leadership

Quik Books

Microsoft Excel

Microsoft Outlook

CRM

Key profit

SAP

Tally ERP

Peachtree

## ■ 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 managementskills.
- Evaluating accounting options and making recommendations.

## ■ PERSONEL INFORMATION

Driving license	:	UAE Valid
Nationality	:	Indian
Birth Year	:	1991
Passport Validity	:	01-12-2024
Visa Status	:	Employment

## ■ ACHIEVEMENT

- Saved the company from spending money.
- Built and maintained strong client relationships.
- Exceeded your monthly targets.
- Achieved financial gain.
- Used financial forecasting to reduce 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 : Dubal**

(Khaja yousufuddin)