

Asif Ahamed Bailure

PAYROLL ACCOUNTANT



Driven finance professional with strong track-record of delivering top performance. Possess large spectrum of experience in accounting and payroll function. Personal qualities include communication, teamwork and strong work ethic, organizational and interpersonal skills.

Keen to find in payroll accounting with the organization which will make best use of my existing skills and experience for the benefit of the organization as well as my career growth.

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PROFESSIONAL SKILLS

Processing & Finalizing Month end Payroll, Invoice booking, Journal Entry Posting, Forecasting of Payroll Budget
Maintaining & Processing time Attendance data.

EXPERIENCE

ACCOUNTANT, DOCUMENT CONTROLLER , ADMIN.

KAYBARZ DELIVERY SERVICES CO. FEB-2022- AUG-2022

- Copy, scan and store documents.
- Check for accuracy and edit files, like contracts.
- Review and update technical documents. (e.g. manuals and workflows)
- Distribute project-related copies to internal teams.
- File documents in physical and digital records.
- Receive bookings through mail and materials to be delivered and collecting recipients' information via mail & calls.
- Plan and follow most efficient routes for delivering goods.
- Perform routine maintenance on delivery vehicles, such as monitoring fluid levels and replenishing fuel.
- Record information, such as items received and delivered and recipient response to message.
- Unload and sort items collected along delivery routes.
- Supervise and verify deliveries being shipped out of the store.
- Track issues from initial completion through extensive use to sales force.
- Handling COD Amount and Distributing COD amount to certain clients and depositing cash.
- Attending customer call Recording and maintaining all accounts receivable & payables with the help of accounting software.
- Facilitating the successful internal and external audits thorough submitting the supporting documents.
- Monitoring the payments due from clients and promptly contacted clients with past payments. Verify, allocate, post, and reconcile transactions.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Contribute to a strong client relationship through positive interactions with client personnel.

PAYROLL ACCOUNTANT

ARABTEC Construction LLC from 2007 -2020



- Individually manage various aspects of payroll with staff strength of more than 30,000 employees in UAE.
- Process semi-monthly and monthly payrolls, vacation payouts, and payroll adjustments.
- Manually process crew on & off hire report, bonus, expense refund, prior pay, salary change, cash advance and telephone deduction.
- Computation of overtime and other variable allowances.
- Review and verify employee's attendance register.
- Reconcile employee information received from HR team to ensure all payrolls related changes (like PAF, crew movements, etc.) were completed in timely manner and created audits to ensure the integrity of both databases.
- Calculate leaves and final settlement in accordance with company policy and UAE labor law.

EDUCATION

Bachelor of Commerce

Mangalore University

LANGUAGES

- English
- Kannada
- Hindi
- Malayalam

OTHER CERTIFICATES

- Diploma in Computer Applications
- Diploma in Computer Hardware Maintenance & Engineering
- Certification in Tally

PERSONAL SKILLS

- Communication
- Flexibility
- Team Management
- Computers Knowledge

DECLARATION

"I hereby confirm and verify all the facts mentioned above and I hold the responsibility of their authenticity and correctness.

Asif Ahamed Bailur