

IJAZ AHAMMAD

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ACCOUNTANT

Seeking challenging assignments across the industry.



PROFILE

Highly talented Account Management professional with over 7 years of broad - based experience in Accounting in INDIA and UAE with leading companies. Reputation for improving productivity, reducing costs, and augmenting financial results. Ability to learn and understand operations processes supported through technology. Experienced with analytical techniques to define and solve complex problems.

- Proven ability in managing multiple tasks efficiently and accurately under pressure while meeting tight deadline schedules with complete system and procedures. Strong 'can do' attitude and drive for results.
 - Excellent analytical, critical thinking problem solving skills. Strong analysis experience focusing on process improvement and cost-down initiatives. Excellent verbal and written communication skills, strong analytical skills and the ability to work in a fast-paced, self-directed environment.
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PROFESSIONAL EXPERIENCE

CENTURY TRADING CO. L.L.C ACCOUNTANT

2014 TO DATE
DUBAI, UAE

- Prepare, complete and pass daily journal entries, cash receipt entries, cash payment entries, bank receipt entries and bank payment entries.
- Monitoring daily bank transactions and periodical preparation of bank reconciliation statement.
- Prepare monthly sales reports.
- Updating employee benefits such as leave salary, end of service, etc.
- Preparation of petty cash.
- Reconciliation of bank statement
- Reconciliation of inter group company accounts.
- Coordinate with internal and external auditors.
- Coordinating with banks for all kinds of information.
- Handling of import LC and collection of Documents from bank.
- Document clearing from Mirsal-2 and Customs relating work such as submission document and customs duty payment through Mirsal-2
- Issuing gate pass to release the goods from the port and responsible for all kind of duties, responsibilities and payments to Dubai Customs.
- Maintains and updates working knowledge of tax laws and regulations, including new filing practices, deadlines, and any company-specific information.
- Vat form preparation and submission.

**FA TRADERS
ACCOUNTANT**

**2013 TO 2014
MANGALORE, INDIA**

- Prepare, complete and pass daily journal entries, cash receipt entries, cash payment entries, bank receipt entries and bank payment entries.
- Monitoring daily bank transactions and periodical preparation of bank reconciliation statement.
- Prepare monthly sales reports.
- Preparation of monthly Management Information Report (MIS).
- Preparation of annual and monthly rolling budgets with the assistance of management.

EDUCATIONAL CREDENTIALS

Bachelor of business management (B.B.M) ●
Mangalore University – Karnataka, India -2012

Diploma in Computer Application ●
Karnataka State Electronics Development Corporation-Mangalore India-2007

Mastering Tally.ERP ●
Karnataka State Electronics Development Corporation-Mangalore India-2012

TECHNICAL SKILLS

Proficient in the use of: MS-Office - (Word/Excel/Access/PowerPoint) / Emailing & Internet. /Tally ERP 9.

PERSONAL DETAILS

Date of Birth : 21 March 1991
Nationality : Indian
Visa Status : Employment Visa
Language Known : English, Hindi, Kannada and four others.

DECLARATIONS

The particulars given above are true to the best of my knowledge and I hereby confirm that I shall abide by the rules and regulations of your esteemed organisation in the event of my selection.

Ijaz Ahammad