

SAID SHIHABUDEEN SAID JALEEL

Location: Dubai, UAE



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Profile Summary

Self-motivated and highly knowledgeable **Accounts Receivable specialist** experienced in credit control, tracking and auditing incoming funds, Manage the general ledger, prepare monthly A/R reports, and coordinate the activities, Work collaboratively with vendors and employ exceptional client management skills.

Core Competencies

- Accounts & Administration
- Credit control
- Sound knowledge of Computers & Accounting Packages
- VAT Compliance
- Team work and dedication
- Ability to work hard
- Sound Knowledge of **SAP**
- Advance Level User of MS Office Suite
- Knowledge of Banking procedures
- Performs well under pressure
- Client Relationship Building
- Multitasking ability
- Communication skills
- Keeps abreast of latest methods

Career History

Al Rashideen Trading & Distribution Of Tobacco Products LLC, Dubai, an **FMCG** company, distributor for Marlboro Cigarettes in UAE and distributor for various other products like La vache quirit cheese, Leisure Oil, Ocean Spray Juices and Gulfa Water. Presently working as **Credit Supervisor**, Joined the company as **Accountant** May 2004 to July 2021

Reporting to the Credit Manager of the company and currently supervising the Consumer Division with 5 staff reporting.

- Responsible for the completion of Division Accounting and coordination with Head Office to ensure the collections received as per the target
- Responsible for accounting functions such as Accounts Receivables, Bank Reconciliation and Receipt Allocation
- Assist the chief accountant in the preparation of profit & loss a/c and balance sheet

- Release or hold the credit orders as per credit policy to minimize the risk.
- Periodic review of credit limit to minimize the risk and to avoid Bad Debts.
- Perform trade reference enquiries of all new clients as part of Risk Assessment
- Tracking agreed payment terms through analysis to avoid disputes.
- Prepare month end reports like AR Status, Credit limit Review, Risk Assessment and Blocked Customers.
- Overseeing routine functions like generation of Tax Invoices, Tax credit notes, and Adjustments
- Getting the Balance Confirmation from the customers before finalization of accounts.
- Overseeing the complete Bank Transactions.
- Analysis of Ageing report and follow up with sales department and customers for realization of outstanding amount.
- Preparing Tax Credit Notes for Display Rentals and Rebates as per contracts with key Account Costumers and Hyper Markets.
- Responsible for preparing the Consolidated Statement of Account for National Account Customers like Carrefour, Lulu, All cooperative societies, Spinneys etc.
- Carrying out Debtors reconciliation with the customers in case of discrepancies.
- Responding to all queries from Debtors and arrange meeting as and when required.
- Administering the activities of Accounts Department and Warehouse
- Managing VAT compliance and submission of return on time

Key Achievement

- Was instrumental in achieving 95% of the Branch collection target
- Successfully finalized and generated the SOA on the last day of every month.
- **Promoted in 2010 as Credit Supervisor**

Education

- **Bachelor of Commerce(B.Com)** from Calicut University,Kerala,India
- **Post Graduate Diploma in Personnel Management (PGDPM)** from National Institute of Personnel Management, (NIPM), Calcutta, India

Personal Details

- Languages known : English, Arabic, Hindi, Malayalam, Tamil
- Nationality : Indian
- Visa Status : Residence Visa(Cancelled)
- Driving License : Valid UAE Driving License
- Alternative Mob:055 9955831

Reference

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