

KALEEM UDDIN

Mobile : +971547621400

Email: kaleemuddin193@gmail.com

Notice Period: Immediate Available to join.

Visa Status: Visit Visa Valid till (Dec.2021)



Accountant

PROFILE

As an experienced Accountant with a strong background in Accounting, I am confident that my exceptional qualifications match your organization's current requirements. My expertise lies in my ability to effectively interact with Accounts Department and employees to identify and resolve Accounting issues as per company policies and develop innovative solutions for achieving timely and smooth accounting process.

AREAS OF EXPERTISE

- A strong accounting background and excellent administrative skills combined with an extensive base of knowledge and experience to assist companies in meeting their accounting objectives.
- Acknowledged for being resourceful, adaptable and self-directed with the ability to meet even the most challenging goals due to outstanding troubleshooting, analytical and problem-solving skills.
- Recognized as the key person by management and peers with the ability to consistently innovative, cost-effective solutions to everyday and month end accounting problems.

WORK EXPERIENCE

Worked in **Emirates First Business Service**. Diera Dubai. UAE. As An Accountant from April - 2021 to Till Date.

Worked in **FLOORS & BUILDING CONTRACTING CO K.S.A Riyadh** as an **Accountant** (Sept 2014 till April 2016)

Worked in **ABULLAH NASER AL-DOSSARY.EST. K.S.A** as an **Accountant** (April 2013 till Sep 2013)

Worked in **AWAD JARULLAH AL-QAHTANI EST. K.S.A** as an **Accountant** (July 2007 till June 2009)

Worked in **NEW HINDUSTAN TRADERS-INDIA** as an **Accountant** (Oct 2016 till Feb- 2021)

DUTIES & RESPONSIBILITIES

- Accounts receivable, Accounts payable, general ledger, payroll.
- Preparation of Letters of Credit for suppliers / Subcontractors and follow up amendments and establish updated statements.
- Handle Subcontractors / Suppliers Accounts verification and updated statements.
- Check the Monthly Payrolls and Leave and Annual Settlements.
- Preparation of various reports on weekly, monthly & yearly basis
- Prepared Bank, Payables or Receivables& POS reconciliations.
- Keep track of petty cash, payables and receivables accounts and Cash and Bank Status Report.
- Keep track of Fixed Assets, Depreciation & Loan & Liabilities accounts.
- Checking Daily MRs / LPO's against Quantities/Sales/Prices/Discount/Budgets.
- Support in preparing and maintaining budgets using Excel and Word for Windows.
- Coordinated in all aspects of monthly closings and financial reporting.
- Processed Journal accounts payable & receivable entries and Keep track of General Expenses and maintained Cost Control.
- Prepared financial, reconciliation statements including inventory.
- Assisted outside auditor in doing audit process also Assisted other team members of accounting department when required.

- Preparing Cheque, Bank Telex Transfer letters and online transfers and posting payments, receipt, and journal voucher.
- Maintained cash & bank book, debit & credit notes, inwards, outwards etc.
- Maintained Sales & purchases ledger accounts.
- Establish Billing data for controlling Monthly Internal payments.
- Verify with Stores Suppliers Invoices and Delivery of Materials against LPO's, Foreign Orders etc.
- Preparation of supplier's reconciliation statements.
- Suppliers / Subcontractors and bank reconciliation statements.
- Preparation of various reports on monthly basis.
- Worked for flexible hours, with coordinating team members.
- Preparation of Companies Gstr-1 and Gstr-3b and Gstr-4 and Gstr-9c on monthly, quarterly, and yearly basis from Tally ERP 9 for C.A.

EDUCATION & TECHNICAL EXPERTISE

Bachelor of commerce (Computers) From Osmania University Hyderabad India.

Intermediate from Anwar-ul-Uloom Jr. college Hyderabad India.

S.S.C From Board of Secondary Hyderabad India.

COMPUTERS SKILLS

- Advance Diploma in Computer Application (ADAC) & Networking from Times Computer Education in 2005.
- Advance Excel Education in 2017.
- OPERATING SYSTEMS Dos Windows 2000. Windows 98
- ACCOUNTING PACKAGES: (Tally 8.1,9.0 & ERP. Focus, Wings, Peachtree, Quick Books & MYOB)

KEY SKILLS

- Good Communication Skills, Verbal & Written.
- Ability to Learn new things quickly.
- Confident and result oriented.
- Conversant with internet, Keep abreast of Technology.

TYPING PROFICIENCY

- Typist in English lower writing (Typing invoices & Balance Sheet & Business Letters)
- Raw Typing speed with Keyboard @ 50WPM.

AMBITIONS

- My ambition includes to dedicate myself and learn new skills.
- Seeking new methods and adopting new strategies and determining how to acquire new skills to satisfy my superiors.

PERSONAL DETAILS

Age : 39 Years.
Marital Status : Married.
Passport No : P3047660
Passport Validity : 14.06.2026
Languages known : Arabic English, Urdu, Telugu, & Hindi.

I DO HEREBY DECLARE THAT ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

KALEEM UDDIN