



Ayan Ahmad

Accountant

- Energetic, hardworking for fast, friendly service and accuracy in the point of Filing and tallying all monthly invoices. Assisting senior accounting team members in conducting tax and financial audits. Drafting monthly financial statements that accurately list profit and loss statements, balance sheets and cash flow.

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📍 **Block-A, Ritaj Apartment DIP-2, Dubai, UAE**

Work Experience

Junior Accountant

Patel Engineering Ltd.

08/2016 to 08/2017

Shimla, (India)

Junior Accountant

Samsung C&T Corporation

JV DSHI

07/2017 to 06/2018

New Delhi, (India)

Accountant

Patel Infrastructure Ltd.

07/2018 to 11/2021

Nagpur, (India)

Duties & Responsibilities

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assist with reviewing of expenses, payroll records etc., as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly / monthly reports.
- Assist senior accountants in the preparation of monthly / yearly closings.
- Assist with other accounting projects copying, binding, scanning etc.
- Contribute as an effective team member by closely analysing financial statements, prepare correcting journal entries and complete month end full processing.
- Spearhead individual duties by preparing and recording journal entries to include adjusting and reclassification into the general ledger.
- Positively impact organizational productivity by recording additions, transfers, dispositions and depreciation of fixed assets in accounting systems.
- Accept full responsibility for reconciling fixed asset accounts and ensuring accurate and complete data while maintaining optimal work productivity.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Assisting human resources department with payroll and personnel databases.
- Conferencing with accounting department to help make payments, process incoming invoices, and verify receipts.

Educational Qualification

- High School at Board of High School & Intermediate Education, Uttar Pradesh in Session (2009-2010).
- Senior Secondary Higher School at Board of High School & Intermediate Education, Uttar Pradesh in Session (2011-2012).
- Bachelor of Technology (Civil Engineering) at Dr. A.P.J. Abdul Kalam Technical University, Lucknow, Uttar Pradesh in Session (2012-2016).
- P.G. Diploma Business And Company Laws at Aligarh Muslim University, Aligarh, Uttar Pradesh in Session (2021-2023)

IT Knowledge

- MS Office
- Tally ERP
- HRMS
- Autocadd
- Staad Pro

Skills

- Organization Skills
- Ability to Analyze Data
- Excellent Communication Skills
- Sense Of Accountability
- Research and Analysis
- Attention to Details
- Cash Management

Passport & Visa Details

Passport No. P16716207
Issue Date 22/Dec/2016
Expiry Date 21/Dec/2026
Visit Visa Expired On 22 February

Personal Details

Date of Birth : 13/11/1996.
Status : Single.
Nationality : Indian.

Language

English & Arabic Hindi
Professional & Business Native or Bilingual Proficiency

Interest

Adventures, Tech News, Travelling & Watching Movies.