

SAID SHIHABUDEEN SAID JALEEL

Location: Dubai, UAE



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Profile Summary

Self-motivated, highly knowledgeable and well organized Accounts Receivable Accountant with vast experience 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
- Accounts Receivable
- 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 Microsoft Office Suite
- Knowledge of Banking procedures
- Performs well under pressure
- Client Relationship Building
- Analytical Skills
- Financial Accounting and Accounting systems
- 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 organization as **Accountant Receivables**

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 and deposits received as per the target

- Responsible for accounting functions such as Accounts Receivables, Bank Reconciliation ,Receipt Allocation to transfer to accounting ledger and MIS
- Release or hold the credit orders as per credit policy to minimize the risk.
- Maintain customer master file records in compliance with accepted policies and procedures and with the validated data and customer documents
- Periodic review of credit limit to minimize the risk and to avoid Bad Debts and write off proposal.
- Perform trade reference enquiries and information of all new clients as part of Risk Assessment.
- Ensures customer agreements and contracts are received for the year
- Monitoring agreed payment terms through age analysis to avoid disputes.
- Prepare and process month end reports like Accounts Receivable ,Financial reports,Credit limit Review,Risk Assessment ,credit insurance and Blocked Customers.
- Manages business operations of the overall AR function.
- closing and reconciling Trial balance vs. sub ledger
- Overseeing routine functions like generation of Tax Invoices, Tax credit notes,up-to -date Billing System and Adjustments
- Getting the Balance Confirmation from the customers before finalization of accounts.
- Overseeing the complete Bank Transactions and aged balances.
- Reviewing of Ageing report and follow up with sales department for non-delayed payment 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 and dispatch of accurate and reliable financial Statements,consolidated statements of Account for National Account Customers like Carrefour, Lulu, All cooperative societies and Hyper markets.
- Carrying out Debtors reconciliation with the customers in case of discrepancies and carry out action plan
- Responding to all queries from Debtors by email or phone and arrange meeting as and when required.
- Administering the activities of Accounts Department in coordination with finance team 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**
- Saved time considerably in routine tasks

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
- Driving License : Valid UAE Driving License
- Alternative Mob:055 9955831

Reference

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