



SAJIDH DHULFI

ACCOUNTANT

CONTACT



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Dubai, U.A. E

EDUCATION

- Bachelor of Commerce Honors
(Specialization in Accounting & Finance)
Eastern University, Sri Lanka
- Dip. in BA of Chartered Institute of
Management Accountant(CIMA)
Imperial College, Sri Lanka
- Diploma in Computerized Accounting
Golden College, Sri Lanka

LANGUAGE SKILLS

- English
- Tamil
- Sinhala
- Hindi
- Malayalam

PROFESSIONAL PROFILE

Highly talented accounting professional, who is dedicated & hardworking CIMA partially qualified member with proven experience of 6 years in Accounting, internal auditing and financial reporting and cost accounting within UAE & outside country. I am a self-motivated individual seeking a challenging opportunity within an organization offering an opportunity for professional growth and career advancement at the same time self-committed to contribute for organizational growth & success utilizing the skill set gained from previous experience and the professional ethics I possess.

WORK EXPERIENCE

Financial & Cost Accountant

iCoffee, Grand Stores L.L.C, Dubai, U.A.E

September 2022 - Present

Performing as overall accountant of iCoffee operating from head office handling the accounts of four showrooms all over the UAE related to F&B and Retail with following functions;

- Preparation of Financial Statements in accordance with GAAP(Income Statement & Statement of Financial Position), financial statements analysis as per management requirement
- Handling Accounts Payables – processing supplier invoices, service invoices, debit notes, credit notes, processing payments of invoices, month end general ledger reconciliation of payables related tasks, coordinating with suppliers for payables management
- Petty-cash – managing the Showrooms' petty-cash by being responsible for processing the petty-cash replenishments and monthly petty-cash reconciliation
- Receivables – preparation of daily sales report for the management, applications of payment & invoices a of customers, delivery partners(Deliveroo, Talabat, Careem etc..) payment reconciliation, debit & credit note preparation, payment follow-up with customers, month end closure of receivables transactions.
- Inventory – updating inventory adjustment, handling monthly stock take in outlets and assisting in enhancing inventory management.
- Cost Accounting – implementation and maintaining menu costing, menu engineering, cost analysis of F&B department, and assist management in Cost management process with management mechanisms.

SKILLS

- Logical thinking
- managerial decision making
- analytical thinking
- effective team player
- self organized
- attention to detail
- improved interpersonal skills
- problem solving
- handling pressure

AREAS OF EXPERTISE

- Oracle ERP
- LS Hospitality-ERP
- Quickbooks
- Microdoft Navision-ERP
- SPSS - Research Application
- Microsoft Office Package

PERSONAL DETAILS

- Name with Initials : M.D.M Sajidh
- Date of Birthth : 1994-05-13
- Nationality : Sri Lankan
- Status : Married

NON-RELATED REFEREES

Can be provided upon request,
I do hereby declare that the details
furnished above are true and correct.

Sajidh Dhulfi

Receivables Accountant

Grand Stores L.L.C.,Dubai, U.A.E.

May 2021 - August 2022

Issue receipt vouchers and posts customer payments by recording cash, cheques, and credit card transactions. Receiving collections from collectors and posting to respective customer ledger account. Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted. Preparing Credit Note (Price protection, Rebates & other Adj.). Reconciliation; Bank, General ledger and inventory. Analyzing of the aging report & looking for the customers overdue & inform the collectors to collect their payments. Resolve collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department. Sales order review and control Credits limit review and control. Handling online invoice submission and payment receipts of e-commerce platforms; Amazon, Sharaf DG, CC Avenue, Checkout.com, Deliveroo etc... Handling credit card refunds and liaise with the Bank Merchant. All other tasks assigned by the management

Temporary Assistant Lecturer

Faculty of Commerce & Management, Eastern University,
Sri Lanka.

September 2020 - January 2021

Accountant & Administrator

London Diversity Campus - Sri Lanka

June 2020 to September 2020

Finance Intern

Cap Snap Lanka Private Limited

March 2019 to June 2019

Accountant / Assistant Accountant

Galaxy Grand Hotel Private Limited

August 2015 to December 2018

PROFILE HIGHLIGHTS

- 6+ years of hands on experience in the field of accounting.
- being promoted as overall accountant in F&B venture within one year of performance in Grand Stores LLC.
- successfully implemented quick books as accountant in Tourism & Hospitality sector
- implementation and application of LS Hospitality ERP in F&B Industry of iCoffee
- Got awarded the post of Temporary Assistant Lecturer in 2020 from the University I studied based on the overall performance.
- carried out independent research study in the field of Accounting & Finance.
- being the colors winner of 2016 in Eastern University of Sri Lanka.
- being the university team and Sports club Football player played national level football tournaments in Sri Lanka.