

# AZMATHULLA KHAN

## Senior Accountant / Accountant

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Sharjah, United Arab Emirates



## EXPERIENCE

### Senior Accountant

#### Ace International Books Distribution LLC

11/2012 - Present Sharjah, United Arab Emirates

- Preparing weekly, monthly, and annual financial reports for management.
- Reconciled over financial accounts monthly and identified discrepancies through detailed analysis; enhanced the accuracy of financial statements by implementing a streamlined verification process that reduced errors by 40%.
- Handling accounts payable and accounts receivable, resulting in improved cash flow and reduced overdue payments.
- Ensuring compliance with accounting standards and regulations
- Providing valuable financial insights and analysis to support decision-making.
- Assist in completing audits, including statutory & internal audit and visiting GULF branches auditor's office twice in a year to complete the yearly audits.
- Collaborated closely with a team of three members of my team who are sitting in GULF locations are reporting to me.
- Direct reporting to Chief Accountant / Director of Finance.
- Training new staff accountants.

### Accountant

#### Motivate Group FZE

11/2006 - 10/2012 Hamriya Free Zone, Sharjah, United Arab Emirates

- Preparing monthly, yearly sales & collection report using pivot table & lookup functions.
- Handling petty cash & inventories.
- Keeping a track record of monthly Inventory & arranging deliveries of materials to respective clients as per the purchase requisitions/Sales orders.
- Reconciliation of weekly, monthly bank statements, preparing the statement of accounts for the receivable.
- Follow-up debtors/creditors and reconciliation of their accounts, keeping track of credit vendors and releasing the payment.
- Follow-up and monitoring collection and allocation of payments, customer account details for nonpayment, delayed payments and other irregularities.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends, verifies accounts by reconciling statements and transactions.
- Generate ageing analysis and review AR and AP ageing to ensure compliance.
- Responsible in the preparation of employees' salaries on a month basis, calculation of vacation settlements & end of service benefits.
- Prepare monthly revenue & expenditure statement and submit final reports to Chief Accountant / Director of Finance.
- Preparation of Final accounts, including Trail Balance Profit & Loss accounts and Balance Sheet conducting internal audit with local auditors & submitting the financial reports to Chief Accountant / Director of Finance.

## SUMMARY

Dedicated Senior Accountant with over 15 years of experience in financial analysis, reporting, and Microsoft Office proficiency. Proven track record of effectively managing financial data and providing valuable insights. Skilled in communication, teamwork, and leveraging accounting software to streamline processes. Committed to delivering accurate and timely financial information to support informed decision-making.

## SKILLS

Accounting Software

Fast Learner

Bank reconciliation

Internal Audit

Financial analysis

Administration

Financial reporting

Microsoft Office

AR & AP Management

Ability to work under pressure

Ability to work in a team

Usage of AI

## LANGUAGES

English

Advanced



Hindi

Advanced



Kannada

Native



Urdu

Native



## EXPERIENCE

### Junior Accountant

#### IN transition ( Architect Firm)

📅 07/2005 - 10/2006 📍 Bangalore, India

- Managing petty cash & preparing vouchers.
- Maintaining petty cash voucher for site works.
- Preparation of Accounts Receivable Statement along with ageing analysis.
- Bank Reconciliation and interrelated company reconciliation
- Processing of supplier's payment as per due with terms and conditions
- Processing of monthly staff salary & labour wages based on HR attendance record.
- Filing monthly VAT Returns.

## EDUCATION

### Bachelor of Commerce - Accountancy

#### Bangalore University

📅 04/2002 - 03/2005 📍 Bangalore | India

### Certificate of Computing & Tally course

#### Jamia Uloom

📍 Bangalore | India

### Certificate of SAP-FICO (ECC-6.0) Functional module course.

#### Ematrix Enterprise solutions

📍 Bangalore | India.

## HOBBIES

### HOBBIES

- Travelling to many countries, exploring new things.
- Learning Languages

## PERSONAL DETAILS

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Gender : Male  
Date of Birth : 16/09/1984  
Nationality : Indian  
Marital Status : Married  
Visa Status : Employment Visa  
Passport No : Z4914439

### DRIVING LICENSE DETAILS

Holder of Valid UAE Driving License  
License Number : 548948  
Date of Expiry : 10-12-2028

Can join in 15-20 days time.