



# MUBEEN AHMED

ACCOUNTANT



Deira, Dubai, United Arab Emirates



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## ABOUT ME

Methodical accounting professional with extensive experience in account reconciliations, management, preparation, general fixed balance and ledger asset sheet revenue recognition. Expertise in managing contract terms, accruals, invoicing, and accounts payable/ receivable. Effective collaboration with clients and cross-disciplinary stakeholders.

## LANGUAGES

ENGLISH

HINDI

ARABIC

## PERSONAL DETAILS

### Nationality

Indian

### Visa status

Visit Visa expire on 21/06/2024

### Marital status

Married

## EDUCATION

### BACHELOR OF COMMERCE (HONS.)

St. Xaveris College, Mumbai /  
Mumbai /

### DIPLOMA IN MICROSOFT OFFICE

Mumbai / Mumbai / 2009

## WORK EXPERIENCE

### ROYAL

#### ENTERPRISES

Mumbai, India.  
Nov 2023 - Apr 2024

#### Accountant

- \*\*\*Reporting to Finance Manager.
- Raise the Invoices after receiving delivery notes & PO enter into Tally Software.
- Prepare Daily sales Report in excel which includes Cash, Card & credit Customer present to the boss on daily basis.
- Reconcile Receivable & Payable Statement on Weekly & monthly basis.
- Prepare Bank Reconciliation Statement on monthly Basis.
- Maintain Petty cash Expenses & submit for Reimbursement for every 15 days.
- Reconcile the Payable Tally Ledger with suppliers Statement forward for payment.
- Booked All JVs, GRN, Goods Return, Purchase & sales Invoice Debit or Credit note etc.
- Assist to my Senior for GST return filing after every quarterly in Mumbai.

### ASCEND ACCESS SYSTEMS

#### SCAFFOLDING LLC

Dubai, UAE.  
Oct 2017 - Sep 2023

#### Accountant

- Reporting to the Finance Manager is the key person in ensuring accuracy and timeline in accounting. Job Responsibilities work allocated.
- \*Do the entries like JV/PDR/PDP & CRV/BRV in PACT Software
  - \*Manage All aspects of Accounts Receivable, Accounts Payable & invoicing.
  - \*\*Weekly basis submitting to management the Debtors Ageing Report, for customer account details for non-payments, delayed payments & other irregularities.
  - \*\*Preparing & processing accounts payable checks, and transfers, involved in the proceeds of vendor statement reconciliation.
  - \*\*Validation of monthly payroll process for 65 workers & staff and WPS transfer bank without Error.
  - \*\*Preparation of workers' & staff's Leave Salaries, end-of-service benefits, and Air Ticket provision list.
  - \*\*Preparing Bank Reconciliation any Direct TT transfer by a customer needs to be found out and reconciled accordingly as per the bank statement.
  - \*\*Month-end preparing payment of company utilities Bills like DEWA & Mobile Bills and other payable and monthly analysis.
  - \*\*Every two weeks settle the company PRO petty cash Impress account against the Approved invoices from management submitted for reimbursement. Export documentation, Municipality & chamber certificates etc.,
  - \*\*Manpower hiring their documents for visa stamping payment related to typing center submitting due Invoices for payment process.
  - \*\*Comply & analyze revenue and expenses to ensure they are recorded appropriately
  - \*\*every month accounts closing & quarterly VAT Filing.
  - \*\*Assist external Auditors to carry out for finalization of accounts. Some special is given by FM at the year's End like Inventory Audit & finalization of accounts.

## SKILLS

### ERP SYSTEMS

### PACT SOFTWARE

### TELLY PRIME

### IDS SOFTWARE

### UBS SOFTWARE

### FINANCIAL REPORTING

### BANK RECONCILIATION

### ACCOUNTS PAYABLE & RECEIVABLE

### INVOICE PROCESSING, CHEQUE PREPARATION

### SUPPLIERS & CUSTOMER ACCOUNT RECONCILIATION & PREPARE SOA

### TAX VAT FILING

### HEAD CASHIER IN RETAIL DIVISION

### AUDITING & DUE DILIGENCE, INTERNAL & EXTERNAL AUDITORS

### TIME MANAGEMENT

### PROFICIENT IN MICROSOFT OFFICE, MS EXCEL, ACCOUNTING SOFTWARE

### VERBAL & WRITING COMMUNICATION & INTERPERSONAL SKILLS

### STRONG ANALYTICAL PROBLEM SOLVING SKILLS

### ACCOUNTING INDEPENDENTLY, COMPANY POLICY RULES & REGULATION AGREEMENT

## LINKS

### LinkedIn:

[www.linkedin.com/in/mubeen-ahmed-6956b118](https://www.linkedin.com/in/mubeen-ahmed-6956b118)

### UNITED GOLDEN CONSTRUCTION

### CO. LLC

Muscat, Oman  
Jan 2015 - Aug 2016

### SAFEER HOTELS & TOURISM

Muscat, Oman  
Apr 2009 - Dec 2014

### ABELA NATIONAL CATERING CO. (ABELA SUPERSTORE)

Abu Dhabi  
Feb 2005 - Jul 2008

### Senior Accountant

Reporting to Finance Manager- Jobs Responsibilities.  
\*Checking & verification of all types of Payment vouchers.  
\*\*Checking of monthly Salaries for Staff & workers, Settlement files like Leave and final settlement.  
\*\*Prepare MIS reports related to the Project Expenses Report monthly  
\*\*prepared of Bank Reconciliation Statement every month.  
Maintains & prepares Inter Company Reconciliation every month.  
\*\*Closing monthly accounts & reconciliation. Checking of Supplier wise Reconciliation statement.  
\*\*Checking of Receivable party-wise statement of accounts. checking & verification of All Payment vouchers of Petty Cash.  
\*\*Preparation of the Finalization of Accounts.  
\*\*Interact with external auditors in completing audits.  
Coordinating with Auditors in year-ending stock taking.

### Accountant

Reporting to Finance Manager & Financial Controller Hotel Division. Duties & Responsibilities.  
\*\*Daily posting sales jv into the IDS software.  
\*\*secure revenue by verifying and posting receipts and resolving discrepancies.  
\*\*maintain records by documenting daily transactions and cash receipts of all daily walk-in customers, credit customer ledger folio records from all locations like FNB, and Housekeeping accordingly. \*\*Prepared aging report places billing and collection calls, maintain cash receipts, journal, and updates to reconcile sub-ledger to G/L. Daily update of Bank accounts, posting and balancing financial data in several different ledgers.  
\*\*\*\*Handling petty cash of hotel.  
\*\*Daily received a report from Night Auditor Report closed Guest ledger folio, collection of cash & credit card day end transmission report. monthly submitting Hotel room utility bills to head office for approval & cheque signature.  
\*\*monthly submit the revenue report and mis report submitted to management FM & FC for review.  
\*\*monthly closing of the accounts & pass the provision & prepaid expenses booked accordingly.  
\*\*prepared salary & cheque preparation for month- end supplier cheques.  
\*\*Preparation to help Up to the Finalization of Accounts.  
\*\*Checking & posting every month's provision entry for Depreciation, Indemnity, Leave and air tickets for staff & workers.  
\*\*Interact with external auditors in completing audits.  
Coordinating with Auditors.

### Chief Cashier Accountant

Reporting to Retail GM & FM the key person. Duties & Responsibilities.  
\*\*Preparing Daily sales report (Cash sales, Credit card sales, credit customer sales)  
\*\*Received the cash from the Cashier as per their System log respective ID.  
\*\*End of the day make the Cash Summary Report for the Cash flow & matching with UBS system tally cash & next day  
\*\*deposited the Cash & Cheque into the Company Bank Account. \*\*Make the Receipt & Payment Vouchers.  
\*\*Handle supermarket the Petty cash.  
\*\*Matching the fund balance at the end of each day.  
\*\*Avery's month-end Agening report is submitted to Retail GM for credit customer monthly payment & if the credit limit is

exceeded so block the credit customer after clearing the outstanding unblock & allow credit purchase.

\*\*Checking monthly timesheet for Staff & Labour

\*\*Prepare & enter invoices/receipts/payments into the systems.  
Year Ended stock checking & co-ordinate with Auditors.

## **SOUNDLINE**

### **CONSULTANCY**

Mumbai

Apr 2002 - Dec 2004

## **Account Assistant**

Reporting to Accounts Manager. Duties & Responsibilities.

\*\*preparing monthly time sheets for Staff Salary.

\*\*Received the cash from the candidate as per their final dues before departure.

\*\*Handle Company Petty cash. Process Supplier's checks.

\*\*Prepare Bank Reconciliation Statement. Prepare the Receipt

& \*\*Payment Vouchers. Daily routine Entry into the Books of Accounts.