



Muhammad Shakir Siddiqui

Accountant General

Abu Dhabi, United Arab Emirates



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Skills:

- Bank Reconciliation
- Bookkeeping
- Accounts Receivable & Payable
- Invoices & payment Process
- Knowledge of Tally ERP
- MS Excel, MS Word,
- Power point, Outlook
- HR & Admin

UAE Driving License

Language:

- English
- Urdu
- Arabic

Personal Information:

Father Name: Pir Bakhsh
Siddique (Late)
Date of Birth: 03.06.1974
Nationality: Pakistan
Marital Status: Married
Region: Islam

CAREER OBJECTIVE

Self-motivated and highly analytical, results-driven tax accounting and auditing specialist skilled at working quickly and accurately under tight deadlines
Extensive knowledge of financial Excel

QUALIFICATION

Bachelor of Commerce from University of Karachi 2008

WORK HISTORY

Accountant General	Ocean Waves Boat Builder	Abu Dhabi, UAE	Present
Assist. Accountant	AIKES (Pvt) Ltd	Karachi, Pakistan	3 Years
Accounts Assistant	Hera Star Gen. Trading LLC	Dubai, UAE	6 Years
Cashier	Al Taief Auto Spare Parts LLC	Sharjah, UAE	4 Years
Accounts Executive	Silver Reed Int'l (Pvt.) Ltd	Karachi Pakistan	11Years

EXPERIENCE

Accountant General (July 2020 to Present)
At **Ocean Waves Boat Builder**, Abu Dhabi, UAE

- Prepare Sales Invoice, Receipt Voucher, Credit & Debit Voucher, and Statement of Accounts for immediate distribution to customers and make actual follow up for payments.
- Prepare Bank Reconciliation on monthly basis
- Prepare monthly aging summary of accounts receivable and submit to the General Manager.
- Calculation of monthly VAT
- Prepare financial reports Income Statement & Balance Sheet
- Prepare Journal Entries, maintains and reconciles ledger accounts
- Prepare monthly Payroll, calculation of labor overtime, Leave Salary, & Gratuity
- Prepare expense report in Ms Excel
- Deposit Cash & Cheques in the bank on daily basis, and posting of postdated cheques in the system.
- Handled Petty Cash Fund and prepare petty cash reimbursement with corresponding journal entries.
- Coordinate with the Internal Auditors for periodic physical count of inventories

Assistant Accountant (Mar 2018 to June 2020)

At **AIKES (Pvt) Ltd (Construction)** Karachi, Pakistan

- Responsible for create project accounts in the accounting system
- Responsible for maintain project-related records, including contracts, SITE plan and change orders
- Prepare all Cash Payment Vouchers, Bank Payment Vouchers & Journal Vouchers.
- Responsible for bank transaction cash deposit cheque deposit, funds transfers, making pay orders etc.
- Prepare all expenses report by projects wise
- Reconcile supplier, contractor ledgers and follow up the payments
- Prepare outstanding report on monthly basis
- Reconciliation of Bank Statements on monthly basis.
- Prepare all receive and issued material inventory report
- Prepare attendance report in Excel
- Prepare monthly payroll of employees and labor wages overtime etc.

Accounts Assistant (Aug 2013 to Feb 2018)

At **Hera Star General Trading LLC Food Stuff** Dubai, UAE

- Prepared Purchase order, Quotations, Payment vouchers, Payment certificate, Petty cash Voucher, Receipt Vouchers, Deposit slip. cheque etc. and post the required transitions into the system.
- Reconcile the bank statements on monthly basis and post the required accounting entries.
- Petty Cash Handling and maintaining petty cash register.
- Reconcile the supplier statements and process the payment as per the due date.
- Monitor the outstanding receivables; send the statements regularly to ensure the payments on time.
- Maintain schedule for Depreciation for Fixed Assets.
- Maintain schedule for Accrued Expenses and Prepayments
- Maintaining stocks and process inter branch stock transfers.
- Assisting the finance department and senior accounting staff members with various accounting and admin tasks.
- Check the attendance details and prepare the payroll on monthly basis, process the payments.

Cashier (February 2010 – July 2013)

At **Al Taief Auto Spare Parts LLC Sharjah**, UAE

- Greets customers at the cashier window in a pleasant and professional manner
- Prepared sales invoices, receipt for customers.
- Collect the payments from customer by cash, credit cards and cheques.
- Refund customer payments for unused parts or other reasons in accordance with supervisor direction or company policy.
- Prepared daily sale report and submit to finance department
- Prepared monthly outstanding report
- Responsible for daily check cash drawer and balances before left the cash counter
- Responsible for checks stock physically and report to accounts department on monthly basis
- Prepared petty cash report

Accounts Executive (April 1999 to Feb 2010)

At **M/s Silver Reed Int'l (Pvt.) Ltd.** Karachi Pakistan.

- Handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing) as the assistant to the finance manager and admissions offices.
- Maintaining books of Head Office and all our branches Accounts on Accounting Package "**PEACH TREE**"
- To prepare periodically Outstanding Reports, Earnest Money/Security Deposit Reports, E.O.B.I. & E.S.S.I. Reports, Expense Reports, Income Tax Reports, Sales Tax Reports, Daily Attendance Report in **MS Excel**.
- Various management information reports.
- Correspondence with Banks, Branches, customer's etc. on **MS Word**.
- To assist System Analyst & other departments for their day to day trouble shootings.
- To prepare and finalize monthly payroll.

COMPUTER SKILLS

- **Two Years Diploma in Computer Science** (Pakistan Technical Computer Institute, Karachi, Pakistan)
- **One-year Diploma** in Graphic Designer from ARENA Multimedia (2007)