

FAISAL SHAIKH

ACCOUNTS PAYABLE ACCOUNTANT



Date of Birth : 11/01/1995
Nationality : Indian
Marital Status : Married
Religion : Muslim
Driving License : Holding Valid UAE Driving License
Languages Known : English, Hindi, Urdu, Kannada
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EDUCATIONAL QUALIFICATION:

Bachelor of Commerce (B.COM)

CORE COMPETENCIES:

Accounts Payable	Accounts Receivable	Bank Reconciliation
Report Preparation	Invoice Processing	Verifying and posting invoices
Corporate Accounting & Bookkeeping	Cash Deposit & Verification	Petty Cash Management
General Ledger Posting	Sales Reconciliation	Analyzing internal Transfers & wastages

IT SKILLS:

Tally ERP 9	MS DYNAMIC NAV
MS Excel	MS Office
UDOO Accounting Software	Ultra POS, DINE

WORK EXPERIENCE:

1. ACCOUNTS PAYABLE ACCOUNTANT GRANDIOSE SUPER MARKET (GHASSAN ABOUD GROUP)

(Since October 2022 till present)

- Working on NAV application and MS Office
- E-commerce sales posting and E-commerce cash and credit card reconciliation.
- Checking Cashier Reconciliation Statement and posting sales into the system.
- To carry out stores Inventory audit, Physical cash, Cash floats and taking necessary action as required
- Conduct periodic inventory and physical verification of inventory with system.
- Check the daily wastage and analyzing the quantity, cost and value etc.
- Rebate calculation and reconciliation
- Reconciling and monitoring Internal Goods Transfer and purchases
- Vendor profitability analysis.
- Preparing cheques according to respective supplier payment terms and processing for check release
- Bank reconciliation with cashier report and bank statement.
- Ensuring all transactions are being recorded.

2. ACCOUNTS PAYABLE ACCOUNTANT – POWER & TECHNOLOGY TR. CO. LLC

(Since Sep 2020 – Oct 2022)

- 1. Responsible for receiving, checking and recording the purchase invoices from internal departments including stores and purchasing.
- 2. Verification of the purchase invoices and ensuring the appropriate support are attached i.e. purchase request, LPO, quotations and other financial records. 3. Check the quantities and price mentioned in the invoices are accurate and matched with LPO, ensure the invoice is stamped and signed by Security, QA, procurement and stores.
- 4. Posting the invoices in the system on daily basis and stamp with sign to evidence the invoice being posted.
- 5. Coordinate with suppliers through emails/phone. calls for payments and resolving the queries. 6. Arranging the supplier wise serially numbered invoices and handover to Senior Accountant for the preparation of supplier reconciliation. 7. Responsible to safeguard and issuing the signed cheques to suppliers and maintain the daily cheque register as payment released.
- 8. Posting the bank payments/cheque payments in the System.
- 9. Managing Day to day clerical operations of the Accounts Department i.e. Copying, scanning and storing the invoices, cheques and other records.
- 10. Maintaining the files for financial records including purchase invoices, supplier reconciliations, bank payments and supplier contracts.

3. GENERAL ACCOUNTANT – TELCO MIDDLE EAST.

(Since June-2019 to Aug-2020)

- Working knowledge of basic and general accounting principles.
- Proficiency in MS Office (MS Excel, Word, Outlook, Etc.)
- Responsible for the day-to-day financial operations within the company, such as invoicing, payments, receipts, and bookkeeping
- Ensuring all transactions have been recorded.
- Price list creation & modifier setups and price updating & customer background analysis.
- Interfacing with subordinates, sales personnel cheque collection agencies and partner bank personnel to ensure compliance with established practice as well as driving the implementation of new policies.
- Tracking of price list and analysis, auditing of expense voucher.
- Preparation monthly reports for corporate division.
- Monitoring on suppliers' prepayments & accrual reports.
- Analyzing and solving the issue related to supplier & customer.
- Ownership of petty cash funds with regular reporting.
- Tracking maintaining of material cost & consumption trend utility and other expenses.

4. ACCOUNT ASSISTANT – FOUR CORNER PRINTING PRESS LLC.

(Since Jan 2017 to May-2019)

- Provide accounting and clerical support to the accounting department.
- Type accurately, prepare and maintain accounting documents and records.
- Prepare bank deposits, general ledger postings and statements.
- Daily enter key data of financial transactions in database.
- Collect and sort invoices and checks.
- Mail checks to both other businesses and employees.
- Keep a thorough record of business transactions and enter data from daily work logs in to the company's general ledger system.
- Supporting supervisory and executive staff by performing any assigned accounting and clerical tasks.
- Assist senior accounting personnel with any tasks conducted within the accounting department, or any tasks that require accounting personnel to take part.
- Key in or type up any documents or items that the accounting department is responsible for, including checks and invoices, as well as vouchers, accounting statements, and other reports and records.
- Match work orders to invoices.
- Process invoices/bills so that they can be paid.

DECLARATION.

I hereby declare that all the details provided above are true to the best of my knowledge. I hereby confirm that all the facts stated above are accurate to the best of my belief. The information stated above is true to the best of my knowledge and belief.

PLACE: UNITED ARAB EMIRATS

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