

UMER THAUSEEF

Sr. Accountant



Personal Info

Address

Dubai, U.A.E

Phone

+971543966015

E-mail

thausi81@gmail.com

Date of birth

1981-08-27

Skills

Account maintenance

Advanced

Book Keeping

Advanced

Ability to prepare balance sheet

Advanced

Maintaining stock inventive

Advanced

Payroll scheduling process and analyzed general ledger accounts

Advanced

Submission of VAT, EPF, ESIC

Advanced

To be member of an organization where growth & prospects are unlimited & individual is recognized by his work. As a professional I am creative & innovative with the drive, determination, ambition and resilience necessary to succeed in any challenging environment.

Work Experience

Sr. Accountant- Receivables

2016- Present

Al Yousuf Electronics L.L.C (Authorized L.G Dealers)

- 1st Level verification of G.V - S3 report
- Preparation of credit notes (G.V/Rebate/Marketing)
- Updating of Credit Limit-ALL PWR- Outlets
- Updating of credit note tracker and variance tracker
- Delivery status verification of credit note of all dealers
- Updating of Statement of accounts- ALL PWR- Outlets
- Claim settlement- central claim
- Docs archiving - Cheque / tax invoice
- Co-ordination with sales team on tax invoice
- updating of daily submission reports
- Follow-ups of stamped invoice copies
- Updating weekly submission report
- RMA Settlement and GRV Settlement
- DO receiving
- DO Segregation and attached LPO
- Print invoice and attach invoice with DO
- DO filing
- Preparation of submission

Commercial Accountant

2010-2016

Karnataka metal and wood industries

- Preparing Purchase and Sales Register
- Preparing Day Book and Ledger
- Maintaining Stock Inventory
- Preparing Trial Balance
- Analyzing the balance sheet
- Submitting PF& ESI
- Online monthly return submission of VAT, EPF, ESIC,
- Renewal of license
- Mentored payroll scheduling process and analyzed general ledger accounts
- Handled multiple financial administrative activities
- Filling up files that are needed in daily operation and conducting daily &monthly
- Inventories
- To be fully aware on our daily goal and help in achieving its financial targets

Tally

Advanced

M.S word, Oracle and Excel

Advanced

Trial balance preparation

Advanced

Auditing of company accounts

Advanced

Multiple financial administration

Advanced

Balance sheet analysis

Advanced

Languages

English

Proficient

Hindi (Urdu)

Proficient

Arabic

Conversational

Malayalam

Proficient

Kannada and Tulu

Proficient

Accountant cum Store keeper

2004-2009

Universal cold store-Saudi Arabia

- Handling sales accounts book.
- Preparing various reports regarding sales accounts
- Preparing daybook, handled individual accounts
- Achieved sales & relations to sales target
- Making new calls for signing potential customers
- Working as a team to achieve company goals and Objectives
- Promoted marketing as well as sales of the product
- Give customers satisfaction in any ways by carrying out high quality
- Standards, efficiency and accurate service
- Sending o/s statements to parties
- Maintain stock inventory

Summary:

Accountant with 15+ years of experience in ledger processes, account reconciliations and streamlining accounts. Reduced annual budget costs by 10% at Radiant Innovations by restructuring my team's organization, optimizing their performance and time management.

Education

2000 -

St Aloysius College-Mangalore, Mangalore University

2003

Bachelor of Commerce (B.com)

2003 -

Diploma in Computer Application- Blue Chip, Mangalore

2003

MS-Office (MS Words, MS Excel, MS Access) and Tally

I, declare that all above details given are true to the best of my Knowledge and certificate will be produced on request. As regards to my work my employers were satisfied as a matter of Fact, sympathies towards my desire to improve my prospects. If given a chance I shall prove to be an asset to your company.

Your's Sincerely

UMER THAUSEEF