



CAREER OBJECTIVE

A challenging position and career leading to excellence and perfection in the field of Finance & Administration in an organization where innovation, quality and hard work is recognized and appreciated.



EDUCATION

Rajiv Gandhi college of Management, Udupi, India
Master in Business Administration (Finance)

2011

Sri Bhuvanendra College, Karkala, India
Bachelor of Business Management

2008



WORK EXPERIENCE

Arts and frames(AI Jaber Group), Dubai

Accountant

21-03-2014 - 11-06-2018

Responsible for Accounts Receivables, Accounts Payable Processes and Payroll.

Making wired payments for foreign suppliers.

Documenting all Accounts Receivable and Payable transactions.

Experiences in routine office administration

Preparing Monthly Sales Reports and Salary Reports for all employees.

Mail the invoices to the concerned clients.

Petty cash custodian.

Handle cashier functions (up to bank deposit).

Preparation of employee's salary sheets by calculating their overtime, leaves bonuses,

incentives and their sale based commission.

Review all the documents support for payments to suppliers and other third party, payment mode could be cheque and bank transfers

Prepare the accounts payable aging report to facilitate payment processing

Preparation of client invoices and receipts

Maintaining the official files

Perform daily entry of accounting and weekly perform checking and updating .

Preparing invoices, sales order and quotations.

Handling Real estate property

Assist clients with property sales and development

Coordinate Property Viewing closing & Over viewing Document Signing

Preparing Tenancy Contract for Tenants.

Lifestyle International Pvt.Ltd (Landmark Group)

Senior Customer support Representative

01-05-2012 - 06-05-2013

Build and maintain good working relationship at all levels and training newly joined representatives.

Answer the telephone and transfer the call to appropriate individuals.

Attending customers and demonstrating the products.

Preparing invoices.

Daily checking of stocks

Organize and maintain office files, documents.

Experiences in routine office administration.

Resolving customer complaints through CSD.

Communicating the customers about newly arrived products and existing offers.



ABID KHAN

Accountant

abidsr88@gmail.com

+971 569791275

Dubai,UAE

Visa status :

UAE Visit Visa (valid Until 24 Aug 2019)

TECHNICAL SKILLS

Accounting

80%

Accounts recievable

85%

Accounts Payable

75%

Payroll

85%



PASSPORT DETAILS :

Passport number:Z5014411

Expiry date. : 21-06-2028

Suzlon Wind International pvt.ltd

Store Assistant

01-04-2009 - 01-10-2009

Document management system.

Inventory control.

Maintaining all records and keeping it up to date.

In Inventory-FIFO and LIFO method Handelling.



PROJECTS

Housing Loan

Completed project report on "Housing Loan" in Syndicate Bank for Partial fulfillment of the requirements for the degree of "Master of Business Administration"



SUMMARY

MBA (Finance) looking for a professional career in the field of Finance & Administration 4+ years' experience in Accounting & office administration in Art and Frames llc, Dubai, UAE 1 year experience in Lifestyle International Pvt.Ltd. (Landmark group) 6 Month experience in Suzlon Wind International Pvt, Ltd.



PERSONAL PROFILE

Date of Birth : 13/05/1987

Marital Status : Married

Nationality : Indian

Known Languages : English,Hindi,Urdu,Kannada,Malayalam

Hobby : Sports - playing Cricket, Tennis, VolleyBall.



DECLARATION

I hereby solemnly declare that all the above particulars are true to the best of my knowledge and belief.