

Syed Waseem Moazzam

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A self-motivated and seasoned **Accountant cum Auditor**, with an over 10 years track record of sound achievements in Accounting, Auditing, Finance management and always willing to contribute a wealth of technical and business expertise for the progress of any growing enterprise.

Professional Experience:

Currently working as an Accountant Cum Auditor with **Axis Auditing and Accounting HFZC**, Sharjah U.A.E. From 15th September, 2013 to till date.

Responsibilities:

- Three member of Internal Auditor team was engaged & worked for **Sharjah Electricity, Water & Gas Authority (SEWGA)** and reporting to Chairman's office from July 2014 till Dec. 2020.
- By maintain periodically audit cycle to all (SEWGA's) Electricity, water & Gas department both administration and operation level to check & study whole activities of the sections and evaluate the performance & efficiency of their resources.
- We distribute work as per the Department's organization Chart to verified, collect data & photos
- conduct surprise site visit to know the actual working scenario, by collective reports & record
- complete study of each section's activities & existing procedures, task and achievements.
- verification of petty cash, stores stock, vehicles, tools and other aspects of the assets.
- verification of section, employee's data, performance as per provided organization chart.
- preparation of report on basis of our observation, findings, & valuable evidence as well as suggestion & recommendations to take decision and implement on it for further improvement of the respective organization.
- Monitoring and reviewing of accounting procedures for effectiveness and accuracy of the works.
- Maintenance of effective communication and all legal process follow ups with all departments.
- Other works assign by the management as per requirement and reliever team Colleagues.
- site visit for client 's audit service to check & verify collect data & store samples for audit report.

Worked as an Accountant with **Obaid Al Qubaisi Transport and General Contracting EST**, Habshan Abu Dhabi – 50433 UAE from August, 2010 till September, 2013.

Responsibilities:

- Establish, maintain, and coordinate the implementation of accounting & procedures.
- Internal audit to all store materials/ stock/ spare parts on every quarterly basis.
- Interact with internal and external auditors in completing Annual Legal audits.
- Preparation of monthly purchase reports for all vendors, spare parts cash & credit basis.
- Vehicles monthly reports for (fuel /materials consumption & outside repair etc.).
- Contribute and cooperate with External auditor for valuation of final accounts.
- Capability in all versions of accounting software.
- Preparation of stock value reports.

Worked as an Accountant with **Fahad Abdul Kareem Al Moajel & Brothers Incorporation**, Hail 2127 Kingdom of Saudi Arabia from November, 2002 till July, 2010.

Responsibilities:

- Preparation of Daily Production Reports of all size of cement Block and readymade concrete delivered as sales to know the total sale stock value of stores.
- Preparation of monthly Salaries of Company employee & settlement of their final accounts.
- Coordinating with external Auditors and evaluate the company's final account.
- Handling banking and treasury activities.
- Monitoring on fuel consumption and petty cash expenses of company.
- Drafting letters, dispatch and receipt of proper/relevant documents.
- Checking cash and bank payments, purchase vouchers & creating accounts.
- Processing of other bank purchasing overseas transactions.
- Overviews on all Banks statements of Accounts and creditors activities.
- Perform additional duties related to finance as assigned by the Finance Manager.

Educational Qualifications:

- M.Com. – Master of Commerce from Kakatiya University in 2002.
- B.Com. – Bachelor of Commerce from Islamia Degree Collage (K.U.C.) in 1999.

Professional Qualifications:

- PGDCA - Post Graduate Diploma in Computer Applications.
- Diploma in Accounting Packages, Tally 9.5, Focus 6, Wings, Deceases & (SAP 6.0).

Computer Skill Sets:

- Typing Higher 50wpm.
- Knowledge of Windows MS Excel, MS Word, Power Point.
- Knowledge of Internet, E-Mail Operations & Social Media Networking

Strengths:

- Responsible and self-motivation.
- Eager and Passionate to learn new things & challenges
- Good Team work & Co-ordination.

Personal Details:

Father's name: Mir Moazzam Ali (late)
Date of Birth: 28, November, 1972
Gender: Male
Nationality: Indian
Passport no.: K5288521 Expiry Date: 26/6/2022
Marital status: Married
Languages: English, Arabic, Hindi, Urdu and Telugu can read write & speak fluently.
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Joining Availability: Immediately
Skype ID: swm_waseem

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