

## SHAIK AMEER

**MBA in Finance** (GCC - VAT, Quick Books, Tally, Peachtree (SAGE), and SAP (FI-CO), Well Trained in All Accounting Related Software)

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Location : Dubai, U.A.E.



### Objective:

To secure the job in the Finance sector in a reputed organization which could help me learn new skills and deliver my potential of financial analysis and strategic implementation of the new approach towards the development of the company. A dynamic and multitalented professional with exceptional financial knowledge having degree of MBA. Experience in all the financial aspect and policy for business aspect. Expert in implications of new financial policy for the new business development. Proficient in identifying the new resources of funds and invest them for getting good revenue. Excellent in utilization of all resources.

### Core Competencies:

<b>GCC - Value-Added Tax (VAT)</b>	<b>Finalization of Accounts</b>	<b>Financial Statements Analysis</b>
<b>Goods &amp; Services Tax (GST)</b>	<b>MIS Reporting</b>	<b>Accounting for Fixed Assets</b>
<b>Accounts Receivable</b>	<b>Inventory Management</b>	<b>Payroll Process</b>
<b>Accounts Payable</b>	<b>Job Costing</b>	<b>Book Keeping</b>

Fast learner, Proactive, Strong Technical Understanding, Supportive and works well with others, Problem Solving, Multi Tasks, Accepts Responsibility, Self-Confident, Leader, Result Oriented, Flexible, Creative, Dedicated and Honest, speaks effectively and writes clearly and concisely to communicate with individuals at all levels.

### Academic Qualification:

- ✓ Master of Business Administration in Finance from Osmania University (2018)
- ✓ Bachelor of Commerce from Osmania University Hyderabad (2016)

### Professional Experience: 6 Years

- ❖ Worked Under Auditor Mr. Tajuddin (ACCA+CPA) At Major Auditing & Accounting | Oct'2018 – Feb'2022
- ❖ Work As an Accountant in Crystal Group of Constructions and Hotels | April'2016 – Sep'2018

### Job Responsibilities:

- ✓ Check that the charge codes are in agreement with the organization's chart of accounts
- ✓ Prepare and process Vendors/Suppliers, Staff and Sub-recipients Cheque's on time.
- ✓ Accurately entering customers account in the system for the A/R function.
- ✓ Managed Petty cash ledger and prepare petty cash replenishment.
- ✓ Preparation of cash voucher for cash collected and deposited into bank account.
- ✓ Maintain a register for cash receipt and bank deposit entries and attach with the cash voucher with respective entries.

- ✓ Follow up and prepare Petty cash replenishment when cash payment made is 75% of the cash float.
- ✓ Prepare cash and cheque deposit slip and sent it to the Bank on daily basis.
- ✓ Verification of staff travel expenses paid in cash advance, through bills/receipts submitted and depositing the remaining cash amount in bank immediately.
- ✓ Follow up daily cash activities to keep expenses in check on monthly basis
- ✓ Working closely with Administrative staff for verifying assets and inventory physically.
- ✓ Prepare inventory report on monthly basis after verifying inventory.
- ✓ Retrieve the documents needed for Auditing.
- ✓ Analyze and prepare soft and hard copy of month end closing packages within due date.
- ✓ Post necessary financial data accurately on daily basis such that reliable reports can be generated timely.
- ✓ Perform system analysis to identify any irregularities (such as wrong posting) and propose immediate corrective actions to the Finance Manager.
- ✓ Maintained effective communication links with clients, banks, and managers regarding accounts available for monthly audits.
- ✓ Generated cash control reports for senior managers for end-of-the-month reviews to account for variances in each facility.
- ✓ Assisted Senior Management with budget preparation.
- ✓ Review budget requests with Senior Management to determine areas to reduce and expand.
- ✓ Track and review all expenditures, reimbursements and expenses for comparison against budgets and develop reports to determine if budgetary goals are met.
- ✓ Prepare payroll in a timely and accurate manner by calculating salaries, rate, overtime, bonus, vacation, termination & new hiring's.

#### **Reporting to Management:**

- ✓ Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports.
- ✓ Manage monthly closing process, including reconciliations and analysis of related accounts.
- ✓ Coordinate the Company's annual audit with the independent auditors.
- ✓ Develop and maintain the integrity of the financial reporting process and financial controls.
- ✓ Coordinate, develop and update written policies and procedures over the financial reporting process.
- ✓ Maintain and strengthen internal controls over financial reporting
- ✓ Manage the preparation and distribution of internal financial statements and reports

#### **Technical Skills:**

- ✓ M.S. Office – Excel, Word, PowerPoint
- ✓ Well versed in Quick Books, Tally ERP, Peachtree(SAGE) & SAP (FI-CO)
- ✓ Working knowledge in all Accounting Related Software.

#### **Personal Details:**

Marital Status : Single  
 Nationality : Indian  
 Date of Birth : 2<sup>nd</sup> Jan 1995  
 Passport : Z4587671  
 Languages known : English, Urdu, Telugu & Hindi.  
 Address : Deira, Dubai, U.A.E  
 Visa Validity : Upto 12<sup>th</sup> June 2022