



PROFESSIONAL SUMMARY

Highly accomplished professional with over 15 years of experience in the UAE, specializing in accounting, procurement, and public relations. Adept at managing end-to-end accounting processes, VAT filing, and reconciliation while excelling in procurement negotiations and human resource management. Proven ability to handle public relations tasks, including visa processing, trade license renewals, and government compliance. Expertise in Microsoft Office, database management, and ERP systems, combined with a strong ability to adapt and learn new software. Recognized for attention to detail, efficiency, and a proactive approach to achieving organizational success.

EDUCATIONAL BACKGROUND

B.COM (BACHELOR OF COMMERCE)
Sri Venkateswara University, India (2001)

TECHNICAL CREDENTIALS

- ✓ Proficient in Typewriting (Lower and Higher levels).
- ✓ Holder of a valid UAE driving license with 18 years of experience.
- ✓ Advanced skills in Microsoft Office, Windows, Adobe Photoshop, PageMaker, Tally, and QuickBooks.
- ✓ Strong command over LAN and Internet operations.
- ✓ Demonstrated ability to quickly learn and adapt to new software and ERP systems.

SYED RAFI

Accountant – HR - PRO

Address: Deira, Dubai.

Contact Number: +971 55 423 0105

Email Address: kuteuae@gmail.com

CAREER OBJECTIVE

To apply my 15+ years of experience in Accounting, Procurement, HR, and public relations to streamline processes, enhance efficiency, and deliver results, while contributing to organizational goals and advancing professionally.

EMPLOYMENT EXPERIENCE

Accountant / HR / PRO

Al Sumaa General Contracting Co. LLC, Abu Dhai, UAE

Nov '2020 - Dec '2024

- Managed complete accounting functions: data entry, payables/receivables, reconciliations, and monthly MIS reports.
- Ensured accurate and compliant quarterly VAT filings.
- Negotiated procurement contracts, achieving cost savings.
- Oversaw payroll and HR operations with precision and compliance.
- Executed online banking and commercial transactions efficiently.
- Performed PRO duties for MOHRE, ICP, and Economic Department processes.
- Expert in Microsoft Office and database management for operational efficiency.
- Streamlined processes, enhancing accuracy and reducing costs.

Accountant

WeGo Contracting LLC, Dubai, UAE

Jan '2020 - July '2020

- Managed daily accounting tasks, monthly reports, and cash flow statements.
- Maintained accurate records of receipts, payments, and PDC cheques.
- Prepared annual reports and analyzed expenditures to control costs.
- Monitored fund flows, optimizing resource utilization.
- Prepared weekly reconciliations and ensured timely follow-ups on payables and receivables.

Accountant / Admin

Yaseen Traders, Hyderabad, India

May'2019 - June'2019

- Managed accounting, financial statements, and cash flow.
- Maintained accurate transaction records and handled PDC cheques.
- Delivered financial reports with actionable insights for budget control.
- Prepared reconciliations and reduced outstanding balances.
- Streamlined debtor/creditor processes and supported administrative tasks.

Public Relations Officer

Paradiso Holiday Homes Rental LLC, Dubai UAE

Mar'2018 - Feb'2019

- Managed UAE labor and Immigration compliance, including Work

CORE COMPETENCIES

- ❖ Accounting and Financial Management
- ❖ Cash Flow, VAT, and Compliance
- ❖ Budgeting and Payroll (WPS)
- ❖ Trade License and Visa Processing
- ❖ Accounts Management and Reconciliation
- ❖ Procurement and Negotiation
- ❖ PRO Duties and Immigration Services
- ❖ Process Improvement and ERP Implementation
- ❖ Inventory and Database Management
- ❖ Audit, Reporting, and Compliance
- ❖ HR Records and Leave Management
- ❖ PDC and Vendor Payments Handling
- ❖ Cross-Functional Collaboration and Reporting

PERSONAL SKILLS

- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Effective time management and organizational skills.
- Ability to work collaboratively in a team environment.
- Attention to detail and precision in drafting and design.
- High adaptability to new tools and technologies.

PERSONAL DETAILS

Date of Birth: 2nd July 1977

Languages: English, Urdu, Hindi, Telugu and Arabic (read only)

Marital Status: Married

Nationality: Indian

Address: Dubai

Visa details: Cancelled Visa

Availability: Immediately

Dubai Dr. License: Valid till 11-10-2029

Permits, Visas, and MOL / Tasheel processes.

- Oversaw renewal of trade licenses, immigration cards, and labor cards, ensuring regulatory compliance.
- Handled DHA medical, Emirates ID applications, and employee database updates for timely renewals and operational efficiency.

Accountant / HR / Public Relation Officer

Alsahm Altholathe Building Contracting LLC, Dubai UAE

Feb'2014 - Dec'2017

Accounts Responsibilities:

- Managed daily accounting, financial statements, cash flow, payroll (WPS), and reconciliations.
- Handled PDC cheques, liaised with banks, and coordinated audits.
- Implemented accounting systems and provided detailed financial reporting.

Public Relations Responsibilities:

- Managed work permits, visas, trade license renewals, and employee databases.
- Coordinated MOL, Tasheel, DHA, and Emirates ID processes, ensuring compliance.
- Supported DED, Ejari renewals, and Dubai Municipality tasks.

Accountant / Office Coordinator / Public Relation Officer

The Living Zone LLC, Dubai UAE

Feb'2003 - Aug'2013

Inventory Responsibilities:

- Updated stock reports, evaluated performance, and coordinated with outlets for inventory accuracy.
- Conducted monthly/annual stock counts and prepared price lists and goods receipt notes.

Accounting Responsibilities:

- Managed daily accounting, financial statements, budgets, and cash flow.
- Prepared sales reports, handled supplier payments, and managed PDC cheques.
- Centralized processes, collaborated with banks/auditors, and finalized group accounts.
- Processed payroll (WPS), reconciled statements, and followed up on payments.

Public Relations Responsibilities:

- Ensured compliance with regulatory requirements and managed operational PR tasks.

Faculty

ICSW Computer Institute, Cuddapah, AP, India

Jan 2001 – Jan 2003

- Taught computer applications including Windows, MS Office, Tally, and Adobe PageMaker to students, ensuring comprehensive understanding of tools and software.