



## Mirza Raza Ali

Finance & Accounting Professional (Available Immediately)

I hold over 13+ years of diversified professional experience in the field of Accounting and Administration (7+ years in Dubai, 4 years in Iraq and 2 years in India).

I strongly believe that I can contribute to an organization for the achievement of its short term as well as long term growth objectives. I am capable of taking initiatives on my own as well as motivate other team members; I utilize my strong interpersonal skills to forge highly profitable working relationships with clients and taxation authorities.

My compelling analytical skills and ability to pay attention to details help me analyze and interpret a lot of data and keep my work organized even while working on multiple projects.

I have a wide variety of experience in different companies & industries like Real Estate, General Trading, Manufacturing, Education, Contracting, Audit Firm and Insurance.

Expertise in preparing Financial Statements, Budgeting, Inter-Company Transactions & Fund Management, Order Processing, Preparation of Costing, General Ledger, Inventory Management, Accounts Receivable, Accounts Payable, Reconciliations, Fixed Assets and Depreciation Schedules, etc...

An advanced level user of **ERP Systems** - QuickBooks, Focus, Tally and Peachtree. Advance level user of with MS office tool **Excel (Pivot-Tables, V-Lookup, Macro, Conditional Formatting, Data tools etc..)**. Also Expertise in using **Fedena** (School Management System).

If you have any opportunity for an experienced individual who can deliver bottom-line results, I'd like to make a strong case for myself. A little more information about me on my professional front follows in the resume, I look forward to your favourable reply at the earliest.

## Professional Experience (Summary)

- Currently working since Dec 22 for **Concord Alliances Holding Company** (IT, Real estate, Event Mgt etc..) as Sr. Accountant.
- Worked 4 years for **Dar Al Zahra Schools** as a Finance & Administration Manager – Iraq (2017-21)
- Worked 1 year for **Midland Steel Contracting LLC** as a Senior Accountant General – Dubai (2016-17)
- Worked 3 years for **Nowara General Trading** as an Accountant General – Dubai (2013-16)
- Worked over 2 years for **Red Sea International - JAFZA** as an Assistant Accountant –Dubai (2010-13)
- Worked 2 years for **Global Accounts Management** as an Assistant Auditor –India (2008-10)

## Contact

### Address

Bur Dubai

### Phone

+97152 4831 756

**E-mail: mra543@gmail.com**

### LinkedIn

## Work History

### Apr 2008 – Responsibilities

Jun 2022

- . Reported directly to Chairman/CEO/MD/Finance Manager/Auditor
- . Attend the board meetings to answer board members queries related to accounts & finance.
- . Manage and oversee the entire accounting team.

<https://www.linkedin.com/in/mirza-raza-ali-b9b88b1>

## Skills

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MS Office - Excel

VAT

Account Management

Financial Analysis

Financial Audit

Internal Controls

Payables & Receivables

Asset Management

Risk Analysis

Budgeting

Cost Accounting

Project Planning

## Software

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QuickBooks

Focus

Tally

Peachtree

MS Office(Excel)

## Languages

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English

Hindi

Urdu & Kannada

- . Advised business owners regarding the accounting reports.
- . Supervised the routine accounting task in the department on a day-to-day basis.
- . Monitored and Mentored/trained junior staff, clerks, and bookkeepers.
- . Conducted all necessary training to keep the team's skills and knowledge up to date.
- . Provided support and training of subordinate staff as and when required.
- . Detect and address potential compliance issues proactively.
- . Ensured all monthly, quarterly and annual financial reports are submitted on time.
- . Coordinated with external auditors to ensure that annual audits is completed on time.

### - Understanding and working experience on financial modules like

- Creating monthly and year-end financial reports
- Preparing sales reports, purchase reports and other management reports
- Prepare reconciliations like bank, suppliers, customer, related parties etc.
- Managing bank and cash and updating bank status on daily basis.
- Managing compliance like VAT.
- Communicate with Manager on work status and client issues that arise
- Processing Letter of Credit (LC)
- Coordinating with the 3rd parties like banks, auditors etc.
- Chart of Accounts, General Ledgers, Accounts Payables & Receivables, Fixed Assets, WPS Payroll.
- Budgeting, Preparing Sales & Purchase report the Management, Cost & Management Accounting
- Inventory Management on Cloud Spread Sheet & Excel.

## Education

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**2004-07 Bachelor of Commerce: Accounting and Finance**  
*St. Philomena's Degree College - Mysuru, Karnataka*

## Hobbies

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Economic News, Tech World, Sports etc..

## Personal details

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**Gender:** Male, 38 years. **Marital Status:** Married  
**Nationality:** Indian. **UAE Driving License:** Yes, **Visa Status:** Residence Visa