

CURRICULUM VITAE

MIR MURTUZA ALI

Achievement:

Appreciation Award at “**Gulf Bio Analytical LLC**” the year 2011.

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Visa Status : Visit Visa Valid till 30th January 2022.

Address in UAE

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Address in India

H.no-12-2-637,
Moghal Masqat Apts, Flate
no 107, Opp Income Tax
Tower, A C Guards,
Hyderabad,
Telangana, India
Pin Code 500004.

Date of Birth

12th September 1983.

Personal Profile

Fathers Name:

Late - Mir Siddique Ali

Nationality: **Indian**

Marital Status: **Married**

Languages Known: **English,
Urdu, Hindi and Telugu**

Passport Details:

Passport Number: **T6145303**

Date of Issue: **08/08/2019**

Date of Expiry: **07/08/2029**

Place of Issue: **Hyderabad.**

Academic Profile

- M.B.A (Finance) from JNTU Hyderabad.
- B.Com (Computers) Osmania University Hyderabad.
- Intermediate from Board of Intermediate Education.
- S.S.C from Board of Secondary Education.

Professional Experience

Worked in “**BAKULKA & BALHAQ INFRATECH SOUTION PRIVATE LIMITED**” as “**Senior Accountant**” at Hyderabad, Telangana, India from May 2018 to September 2021.

Worked in “**GULF BIO ANALYTICAL LLC**” (Group of Companies) as **Senior “Finance & Accounts Executive”** at Deira , Dubai, UAE from 1st February 2011 to 31st March 2018.

Worked in **S.B.KABRA & CO.**, Chartered Accountant at Hyderabad as an “**Audit Assistant**” from August 2009 to January 2011.

Worked in “**ANDHRA CHEMICAL SUPPLIES**” at Hyderabad as an “**Assistant Accountant**” from June 2007 till July 2009.

Areas of Expertise

- Good Communication Skills
- Willingness to learn and adaptability to put learning into practice.
- Passion for learning and creative problem solving.

Technical Expertise

Diploma in Accounting Software:

- **ERP Tally (Prime) with GST & Advance Excel 2021**
- **ERP Tally, Wings, Focus & Peachtree**

(Done a live project of an International Company **Le-Jenan (cosmetics & perfumes)** which include Journal, Cash book, Petty cash book, Ledgers, Purchase, Sales, BRS,Credit card statements, Payroll, Fixed assets, Trial Balance and finalization of accounts.)

- **Operating system: XP, Windows: 98,2000,2003,2007,2008 & 2009**
- **Advance Diploma in Computer Application (ADCA)**
(Microsoft Word, Microsoft Excel & Microsoft PowerPoint)

Work Experience at Bakulka & Balhaq Infratech Solutions Private Limited

Handling Accounting Operations:-

- Handling Company Petty Cash for day to day transactions.
- Booking Purchase and Expenses on daily basis.
- Making payments to creditors on monthly basis.
- Issuing cheques to Suppliers as per Agreed terms.
- Preparing of Creditors Reconciliation on monthly basis
- Preparing of Debtors Reconciliation on monthly basis.
- Preparation of BRS monthly
- Preparation of Sales invoice in computer software
- Preparing Business plan monthly.(Projects Analysis on monthly basis as there will be variance in material cost.)
- Preparing GST (Good and Services Tax) on monthly basis and GST filing and finalizing the payment with the help of Auditor.
- Maintaining the Depreciation A/c and Working Sheet on monthly basis.
- Summarizes current financial status by collecting information; Preparing Balance Sheet, Profit & Loss Statement and Other reports.
- Substantiates financial transactions by Internal auditing.
- Prepares Asset, Liability, & Capital account entries by compiling and analyzing account information.

Work Experience at Gulf Bio Analytical LLC

Organization: Gulf Bio Analytical LLC (Group of Companies : Labins Laboratory Supplies LLC (Abu Dhabi), Integrated Modern Scientific Supplies LLC (Saudi Arabic), Labins Establishment (Qatar) & Hydrocarbon Solution Limited (India-Bangalore).

Company Profile:

Established in 1999 in Dubai, United Arab Emirates, Gulf Bio Analytical LLC (GBA) today, is a recognized leader in providing comprehensive laboratory solutions to the hydrocarbon processing, and the analytical and life sciences industries in the Middle East, North Africa and India. From our headquarters in Dubai and all our regional offices we are able to efficiently serve the growing laboratory clientele in these regions. In 2011 we opened our Solutions Centre in Dammam, KSA and in 2012 we launched in Dubai the first authorized Agilent Partner Laboratory in the Middle East.

For Feedback : Birendra@gulfbioanalytical.com & Debjyoti@gulfbioanalytical.com

Designation : Senior Accounts & Finance Executive

Reporting to : Mr. Birendra (Finance Manager) and Mr. Debjyoti (Accounts Manager)

Worked in “GULF BIO ANALYTICAL LLC “as “Senior Accounts & Finance Executive”

at Deira , Dubai, UAE from February 2011 to 31st March 2018.

“Dealing in Accounts & Trade Finance activities with HSBC, Mashreq Bank, Emirates NBD Bank, Dubai Islamic Bank & Sharjah Islamic Banks”

Finance: Handling Operation in Finance :-

- Issuing Bank Guarantees, LC's (Imports).
(Example: Tender Bond, Advance Payment Bond, Performance Bond & Retention Bond)
- Processing Trust Receipt, Clean Import Loan, Wakala payments.
- Dealing with Receivables Finance (E-Factoring-Invoice Discounting)
- Dealing with Treasury and with Exchange houses for Exchange rates.

- Preparing Cash Flow and sending the file to manager weekly.
- Preparing Bank report weekly and sending the file to manager weekly.
- Preparing ageing reports of Debtors and Creditors quarterly.
- Preparation of Bank Reconciliation's monthly.
- Preparation of Bank Guarantees Reconciliation monthly.
- Preparation of LC's Reconciliation monthly.
- Preparation of Ledger Reconciliation's (Factoring) monthly.
- Preparation of Finance Charges monthly.
- Processing various Suppliers' payments as per agreed terms.
- Issuing cheques & PDC's to Local supplies.
- Assisting manager in finalizing the Books of Accounts with Trading and Profit & Loss Accounts and Balance Sheet.
- Assisting Auditor with all schedules and data required for audit.

Accounts: Handling Accounting Operations:-

- Handling Petty Cash
- Preparing of Creditors Reconciliation monthly.
- Preparing of Debtors Reconciliation monthly.
- Booking Entire Travel expenses of employees (Service and Sales Team)
- Handling Credit Card payments of Staff.
- Preparing Business plan monthly.
- Booking Purchase on daily basis.
- Passing month end entries.

Work Experience

Organization: S.B.KABRA & CO.,(Chartered Accountant) Hyderabad.

Company Profile:

At present are Auditor, Income Tax, & Management Consultant, Store Audit for Private Limited Companies and Public limited companies, Partnership Firms, School, College, Trusts, Corporation Society, Government organizations and etc, to mention hereunder names of few of our clients.

Designation : Audit Assistant

Reporting to : Team leader

Worked as “**Audit Assistance**” in **S.B.KABRA & CO.**, Chartered Accountant at Hyderabad from August 2009 to Jan 2011.

JOB PROFILE:

- A. Verification of Accounting Books Cash, Bank, Sales, Purchase, Journal Voucher.
- B. Verification of Debit and Credit notes.
- C. Verification of Physical Stock Audit
 - Stores audit
 - Semi finished goods
 - Finished goods
 - Packed goods
 - Quantity check
- D. Verification of Bin Card
- E. Verification of VAT 200 return
- F. Maintain Petty cash
- G. Preparation of Vouchers.

EXPERIENCE AT M/S ANDHRA CHEMICALS SUPPLIES :

1. Worked as an “**Accounts Executive**” in M/S ANDHRA CHEMICALS SUPPLIES Hyderabad, from June 2007 to July 2009 as part timer.

JOB PROFILE:

- Preparation of Vouchers
- Preparation of Purchase Register and Sales Register
- Preparation of Cash Book and Bank Book
- Preparation of BRS monthly
- Preparation of Sales invoice in computer software
- Verification of Salesman Statement
- Every month submit VAT 200 returns statement to Sales Tax Departments with Excel Statement.
- With Auditors help, finalize the Books of Accounts with Trading and Profit & Loss Accounts and Balance Sheet.

ACKNOWLEDGEMENT:

I here by declare that all the details furnished above are true to the best of my knowledge.