



# MOHAMMED ASAD SIDDIQUI

PUBLIC RELATION OFFICER

## PROFILE

In pursuit of challenging assignments that would facilitate the maximum utilization and application of my broad skills and expertise in making a positive difference to the organization

**UAE Visa Status:** Employment visa

**Driving License:** Light Vehicle UAE  
Driving License holder

**Passport Details:** Z5310323, Valid Till:  
17/11/2029

**Address:** 702,MQB4, Al Rigga, Dubai  
UAE

## CONTACT

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[asadsiddiqui888@gmail.com](mailto:asadsiddiqui888@gmail.com)

## IT SKILLS

- MS Excel (v-lookup, pivot, graphs, functions and formula)
- MS Word
- MS Power Point Presentation
- Tally 9.0

## LANGUAGES

English,Hindi,Urdu,Marathi,  
Arabic (Speaking)

## EDUCATION

**Birla college of Arts, Science & Commerce, Mumbai**  
2006 - 2009  
**Bachelors (Accounting & Finance) with 68%**

## SKILLS

- Team Handling & Management
- Client Coordination/Customer service
- Time Management
- Bookkeeping
- Bill Payment
- Cash Receipts
- Profit and Loss
- Administration/ HR
- Document Controller
- Vouchers
- Prepaid Income/Expenses
- Journal Entry Preparation/Posting

## CAREER CONTOUR

<u>ORGANIZATION</u>	<u>DESIGNATION</u>	<u>DURATION</u>
Safe Travel & Tourism-Dubai-UAE	PRO Cum General Accountant	Dec'15 – till date
Al-Muayed Travel & Tourism-Riyadh-KSA	General Accountant	Sep'12 – Apr'2015
WNS Global Pvt Ltd, Mumbai, India	Accounts Associate	Feb'11 – Sep'12
TCS e-serve Ltd, Mumbai, India	Process Associate	Mar'10 – Oct'10

## WORK EXPERIENCE

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### **Safe Travel & Tourism- PRO Cum Accountant, Dubai, U.A.E**

Dec 2015–Present

- Controlling and handling all works for different government departments (Ministry of Labour, DED, Ministry of Interior, RTA , TASHEEL, TAWJEEH, TADBEER, AMER etc. ) for company.
- Handling company trade license renewal and company Establishment card.
- Control and follow up above 350 and more employees work permit, resident permit, medical, National ID and it's renewal.
- Cancel and replace the work permit.
- Assist colleagues in family visa with proper documentation.
- Handling and renewing partner visa.
- Attaining quota approval from ministry of Labour with relevant documents.
- Handling Insurance of workmen compensation of company employees and renewal.
- Renewal of company vehicle Insurance and Vehicles Licenses.
- Knowledge of GDRFA Visa application system.
- Checking of pending visa, tickets statement on daily basis.
- Reporting all day to day transactions to head office through emails.
- Renewal of Trade License, Ejari. Following up of Noqodi System.
- Typing Absconding Letters both English & Arabic.
- Checking overstay list from immigration daily.
- Filing Absconding Cases if any passenger is overstayed.
- Opening Quota for new staff. Clearing Blacklist from immigration.
- Maintaining petty cash sheet along with original receipts and keeping all records with proper filing and sending to head office once petty cash amount finish.
- Collecting pending cheques and cash from clients and depositing into bank.
- Filing of all the sales report, bank documents and other documents accurately and authorization of each transaction and cautiously handling high value transactions adhering to compliance.
- Preparing of Staff time table and maintaining it in proper way.
- Refund of Absconding passenger's amount from CBD bank after taking approval from immigration. Clearing pending quotas from immigration.
- Collection of cheques and cash from vendor's on weekly basis. Preparing Invoices, Journal vouchers, cash in transit ,credit notes and Debit notes and Exchange order.
- Knowledge of BSP payments and entry feeding.

### **Al-Muayed Travel & Tourism– General Accountant, Riyadh, KSA**

Sep 2012 –Apr 2015

- Prepare asset, liability, and capital account entries by compiling and analyzing account Informa- tion.
- Recommend financial actions by analyzing accounting options. Substantiates financial transactions by auditing documents.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by completing data base backups.
- Prepare payments by verifying documentation and requesting disbursements.
- Maintain customer confidence and protects operations by keeping financial information confidential.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplish the result by performing the duty.
- Contribute to team effort by accomplishing related results as needed. Making proper schedule of staff duty time table.
- Making of Journal Vouchers, Bank payments, Bank receipts, debit notes, cash receipts, cash payments. Know some basics of Amadeus system; also, I can make some domestic flight tickets.
- Well Versed with E-travel Accounting system for travel & tourism. Knowledge of international driving license.
- Knowledge of House Airway bills and Airway cargo. Knowledge of Hotel booking packages.

**WNS Global Pvt Ltd– Accounts Associate for British Gas UK, Mumbai-India**

September 2011 – December 2012

- Receive and verify invoices transactions to comply with financial policies and procedures
- Prepare batches of invoices for data entry and enter invoices for payment
- Process backup reports after data entry
- Record all cheques and prepare vendor cheques for mailing & List all vendor cheques in the log book
- Maintain listing of accounts payable and general ledger
- Making of copy bills related to gas and electricity.

**TCS E-Serve Ltd – Process Associate for TIAA CREF , USA, Mumbai-India**

Mar 2010 – Oct 2010

- Processing personal Pension fund to client as per their request.
- Benefits after retirement of employees.
- Cross checking with chase and CITI bank before processing any fund request.
- Creating Brokerage account where customers can maintain their stocks ETF's, CD's bonds and mutual funds with this request.
- Updating proper data with tax codes and SSN numbers of all the clients of USA.
- Filling withdrawal request form of chase bank, CITI bank.