

SYED KHALILULLAH HUSSAINI

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Professional Summary

Receivable Accountant bringing more than **15 years** of experience in the field of credit and collections. Well versed in reducing loss and write-offs by offering customers payment plans and alternative debt restructuring options. Excellent knowledge of collection and claims procedures with strong communication skills utilised in resolving customer queries. Skilled in accurately preparing weekly and monthly reports within tight deadlines.

Skills

Aging reports analysis

Codes reviewing

Accurate payment posting

General Ledger Accounting Skills

Debt Collection

Statement preparation

Bookkeeping

Strong client relations skills

Account Reconciliation

Month-end closing procedures

Customer service

Invoice management

Documents Control

Complex Problem Solving

Cash application

Invoicing

Payment processing

Autoline

MS Office

16 years billing experience

Time Management

Work History

Receivable Accountant

08/2012 to 08/2020

Gargash Enterprises LLC – Dubai

- Identified, researched, and resolved billing variances to maintain system accuracy and currency.
- Preparation of monthly and quarterly management accounts for review of Divisional Credit Controller.
- Examination and analysis of financial records and transactions.
- Monthly customer invoicing and proper follow up for recovery.
- Export Letter of Credit (L/C) documentation, setting up terms of export L/C & liaison with banks on L/C related matters.
- Review recommends and properly implementation of internal control for improvement of operational efficiency of the division.
- Preparation of Job wise profitability and work in progress report for review of Divisional Financial Controller on monthly basis.
- Managing accounts receivable & periodic review of aging list for all type of debtors.
- Liaison with customers on credit / receivable related matter.
- Assists in daily/ monthly bank reconciliation

Assistant Accountant
Gargash Enterprises LLC – Dubai

08/2004 to 08/2012

- Ensure that proper books of general ledger, cashbook, debtors are prepared and maintained in accordance with company's procedures
- Monitoring daily collection and ensuring bank deposit of all showrooms, all workshops and parts selling.
- Keeping the record and daily correspondence with customer regarding payments. Verify all payments through bank & cash from customers.
- Monthly physical stock checking of new and used car and submit the report to warehouse and security manager.
- Liaison with banks to fulfil all documents, related to auto finance and follow-up for payment against finance deals.
- Review the work of subordinates, finalization of audit ensuring of compliance with accounting, auditing, and regulatory disclosure requirements.
- Keeping the record and daily correspondence with customer regarding payments.
- Verify all payments through bank & cash from customers.

Assistant Accountant

01/2001 to 03/2004

Salman Textiles - Karachi, Pakistan

- Examination and analysis of financial records and transactions.
- Preparation of vouchers, receipt, cheques and maintaining stock register.
- Preparation of daily/ monthly bank reconciliation.
- Prepared payroll statements of employees.
- Keeping employees' personal records.
- Review the work of subordinates, finalization of audit ensuring of compliance with accounting, auditing, and regulatory disclosure requirements.
- Finalization of audits and drafting audit reports including modified audit reports.

Education

Bachelor of Commerce
University of Karachi – Pakistan

06/1998

License

UAE Driving License