

Murtaza Shaikhally

Senior Accountant

@ azatrum05@yahoo.com

📍 Dubai, UAE

📞 +971508494497



SUMMARY

To obtain a senior accounting position where I can leverage my extensive accounting and ERP expertise in a professional environment, contributing to the accuracy and clarity of financial reporting while being an integral team player.

EXPERIENCE

Senior Accountant

TSI Metal Industries

📅 02/2021 📍 Dubai, UAE

We are a manufacturing company, manufacturing pipes & tubes, having manufacturing facilities in Dubai & Abu Dhabi. I am handling accounts receivable activities, reporting directly to CFO.

- Managing accounts receivables and customer account reconciliation.
- Maintaining PDC records and conducting daily banking activities.
- Entering daily receivables into Microsoft 365 ERP for local and export customers.
- Processing cheques for discounting and applying received credits after deducting bank charges.
- Regular customer account reconciliation and managing credit/debit notes.
- Preparing LC documents and other LC related tasks.

Senior Accountant

Ashoka Electrical & Mechanical LLC

📅 06/2013 - 01/2021 📍 Dubai UAE

We are a trading organisation trading in electrical goods & equipments. I was reporting directly to the Managing Director.

- Inventory management and control of payables and receivables.
- Handling day-to-day accounting tasks.

Senior Account Manager

Heba Building Contracting Group

📅 12/2011 - 05/2013 📍 Dubai, UAE

We are a group of companies :-

Heba Building Contracting :- Construction of Villas

Ghawani Industries :- Manufacturing of Arabic Garments and trading, with 6 showrooms across UAE.

Ultimate Hobby Trading :- Trading of Higher end electronic toys.

Reporting to the Managing Director.

- Supervising daily accounting, bank reconciliation, payables, and receivables for three companies
- Monitoring stock movement and reporting aging of stock.
- Conducting regular inventory supervision.

Senior Accounts Manager

Smart Mobile Solutions LLC

📅 11/2003 - 11/2011 📍 Dubai, UAE

We are a trading organization trading in mobile phones

Reporting directly company directors

Had a team of three subordinates reporting to me.

- Handled entire organizational accounting.
- Funds management and allocation.
- Tracking payables and receivables locally and internationally.
- Daily and monthly bank reconciliation for AED and foreign currency accounts.
- Stock maintenance and discrepancy resolution.
- Cash management and tallying.
- Overseeing import/export custom documentation.
- Conducting internal audits and preparing financial reports.
- Entire accounting was done in Focus 6.

EXPERIENCE

Technical Support Representative

Tracmail India Ltd.

📅 12/2011 - 01/2003 📍 Mumbai, India

Call Centre BPO

- Online Technical Support Gateway Computers

Sales Cum Accountant

AL Muneera Stationery Co LLC

📅 01/1997 - 07/1998 📍 Abu Dhabi UAE

Traders for al Stationery Items

- Which of your achievements match the job you're applying to?

EDUCATION

Bachalors of Commerce (B.Com)

School or University

📅 1992 - 1994

SKILLS & STRENGTHS

Course Title

- Proficient in Microsoft365 & FOCUS 6 ERP systems.
- Strong financial management and reconciliation skills.

Course Title

- Effective team management and leadership.
- Excellent communication and customer support skills.

LANGUAGES

English

Native

