

CURRICULUM VITAE

Name : PARVEZ ANSARI
Applying for : **Suitable post in ACCOUNTS & FINANCE**
Mobile Number : **055 9520661 (WhatsApp also)**
Email : parvezabco143@gmail.com
Date of Birth : 5th June 1978
Nationality : Indian
Language : English, Hindi, Urdu & Marathi
License : **Valid UAE Driving License**
Address : Rigga, Dubai - UAE
Visa Status : Cancel Visa



Professional Profile

A dedicated & hard-working candidate with 22+ years of experience (9 Years in UAE).

Good knowledge of financial & management accounting, reporting, treasury, taxation, audit, project finance, working capital finance & fund management, preparation and submission of VAT returns, mergers, and acquisitions

Achievements

- Successful Implementation of VAT (UAE)
- Registration of Corporation TAX (UAE)
- Reconciled bank accounts pending for more than 1 year.
- Streamlined the accounts payable & receivable processes.
- Cleared long outstanding of corporate customers.

CORE COMPETENCIES

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|---------------------------------|-------------------------------|-----------------------------|
| • Financial Accounting | • Payroll Management (WPS) | • UAE VAT and Corporate Tax |
| • Budgeting & Forecasting | • Online Utility Payment etc. | • Project wise Reports |
| • Revenue Recognition | • General Ledger. | • Bank Reconciliation |
| • Accounts Receivable & Payable | • Ledger Reconciliation. | • Petty Cash Management |
| • Account Management | • Financial Reports | • Administrative support |

Career Summary

Employer : **ABU GHAZALEH TRADING CO. (ABCO) LLC (UAE)**
Designation : **Accounts & Finance**
Period : **OCTOBER 2019 to JUNE 2025.**

Abu Ghazaleh Trading Co.(ABCO) LLC are one of the known trading company and mainly dealing in Uniforms, Safety Gears, Corporate Promotional Product etc.

Employer : **VIRDI INTERIOR DÉCOR & ALUMINIUM LLC (UAE)**
Designation : **Senior Accountant**
Period : **JULY 2016 to AUGUST 2018.**

Virdi Interior Décor & Aluminum LLC is an interior design and decorator company in UAE.

Employer : **BLUE SKY TRAVELS LLC (UAE)**
Designation : **Senior Accountant**
Period : **June 2015 to November 2015**

Blue Sky Travels LLC is travel agent in Ajman (UAE), dealing in arranging Luxury Leisure Holidays / Airline Ticketing / Global Accommodation Reservations and Passport & Visa services.

Employer : **TULSIDAS KHIMJI HOLIDAYS PVT LTD (IATA). (INDIA)**
Designation : **Senior Accountant**
Period : **July 2005 to March 2015**

Tulsidas Khimji Holidays Pvt. Ltd are one of the known travel agents in Mumbai (India), dealing in arranging Luxury Leisure Holidays / Airline Ticketing / Global Accommodation Reservations / Cruises etc.

Job Responsibilities / Involved in:

Accounts Receivable

- Process invoices & receipts for corporate as well as walk in clients.
- Scrutiny of invoices, credit /debit notes & ensuring the invoices are properly accounted & communicated to the customers without delay.
- Ensuring that revenues are charged to proper Line of Business / Revenue streams.
- Collections of dues from customer within the approved time limits & as per the credit terms.

- Reconciling and rectifying customer accounts.
- Reporting on disputed invoices to sales /marketing.
- Resolving the customer queries immediately via email / Telephone & personal visit.
- Maintaining records of all the contracts committed, payments, retentions and advances.
- Aging Analysis of Accounts Receivables and collection of dues.

Payroll & Accounts Payable

- Monthly payroll verification including WPS (Wage Protection System), Verification of overtime/site allowances sheet, attendance sheet.
- Utility online payment procedure for DEWA, Telephones & mobile bills, SALIK, ENOC, Fines and online renewal for company vehicles.
- Quarterly filing of VAT return after verifying the sales, purchase and expense ledger.
- Negotiate with vendors to reduce cost.
- Accounting supplier invoices after verifying;
 - ❖ Approved Invoices in line with Delegation of authority.
 - ❖ Approved Contracts / PO as per Delegation of authority.
 - ❖ Delivery notes OR work completion confirmation from end users.
- Preparing Cheques for supplier within the given due dates.
- Foreign inward / outward remittance.
- Reconciling supplier accounts periodically.

Month Closing, General Ledger, Fixed Assets (FA) & Reporting

- Preparation of financial statements & variance analysis (Actual v/s Prior Period actual and Actual v/s budget).
- Preparing the MIS reports Trial Balance, Profit & Loss, Balance Sheet, Ongoing Projects, Cash flow statement, Sales Reports, Debtors & Creditors Reports to keep track of financial performance.
- Monitoring inflow / outflow of funds taking adequate measurement to ensure optimum utilization of available funds towards the accomplishment of organizational objectives.
- Preparing & entering Reconciliation, Amortization, Accrual & Rectification Jvs in GL.
- Preparing Cash, bank & credit card reconciliation statement on monthly basis.
- Preparing of Daily & Weekly reporting of PDC in hand/PDC issued, expected payments & Receivable reports, Petty Cash statement.
- Handling cash flow of the company & working with banks for overdraft facilities.
- Maintain Fixed assets and Depreciation.
- Prepare audit schedule for external auditors and assist in completing the Yearly audit.
- Ledger scrutiny in every month end for the accuracy of accounting entries.

Other Responsibilities

- Extending support to team members as and when required.
- Providing orientation & trainings to new joiners.

Employers : **Cello pen distributors**
 Period : Sep 2004 to Mar 2005
: Empitex fabrics pvt. ltd.
 Period : Sep 2003 to Jul 2004
: R.A. Singh & Associates. (Chartered Accountants)
 Period : Aug 2001 to Jul 2002

Job Responsibilities / Involved in:

- Involved in Accounts receivable, Accounts Payable, Petty cash, Cash Management, GL & Fixed Assets etc.
- Auditing & manual accounts writing for Partnership Firms, Trusts, Private companies.

Education & Qualifications

Degree	Passing Year	Special Subjects
Master degree in Commerce	2002	❖ Financial Accounting & Management ❖ Costing & Auditing
Bachelor of Commerce	2000	❖ Management Accounting ❖ Taxation

Computer / Systems Knowledge

Microsoft Office

Proficient in Microsoft Excel, Word, Outlook & Power Point

ERP / Accounting and other Systems

- Working Experience in TALLY, KPI, XL Webro Version 6.0 & XL TRAVEL Version 6.0
- Knowledge of Oracle R12, Peachtree & QuickBooks Account, Odoo Systems