

From
Abdul Rahman Quadri
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Dubai, U.A.E.

Sir,

Here is my resume for your perusal. This gives a synopsis of my work experience and academic record.

Academically, I am **MBA** with **Finance** as specialization. I am computer literate with very good knowledge of **MS-Office** and accounting packages like-**SAP, Peach tree, tally, focus, Tata ex, wings, next generation, ERP packages –Navision, Macc, Merlin, info's & oracle data base & workday.**

I have overall **Nineteen years** of experience in accounts, in which around *seventeen years* in **UAE**.

Briefly my experience centers on the following:-

- Handling accounts receivable & accounts payable.
- Preparation of sales report, business report, agent wise report & stock report.
- Bank & Cash management.
- Reconciliation of cash, credit cards, bank statement, vendors, customers.
- Assisting in preparation of payroll(working on T & A for calculating bonus, deductions & commission)
- Maintenance of petty cash.
- Rectification of errors.
- Complete LC-export & local documentation.
- Assisting in preparation of trial balance, P&L a/c & balance Sheet.
- Preparation of insurance policies - motor, fire, workmen's compensation. Public liability, marine, contractors all risk.
- Follow up for payments.

I am young, dynamic, energetic, innovative and enthusiastic with excellent academic and extra curricular records.

I am looking forward for the post of a *financial executive* in a professionally organized environment.

I wish to join a company of your repute and hopefully I shall be able to contribute towards achieving your organizational goals.

I am looking forward for a favorable reply.

Best regards,

Abdul Rahman Quadri

CURRICULUM VITAE

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• Career Objective:

Seeking a suitable position in a professionally managed organization where I can contribute my skills towards organizational goals, to be a part of the team & asset to the organization, help in its effective functioning & to be a good team player and grow with the organization.

• Professional Experience:

Accountant General : Bose UAE Trading LLC - Dubai, U.A.E

Sep -2011 to Till Date

Key Roles and Responsibilities:

- Handling complete accounts payable–invoice receiving, checking, postings & payments-online transfer, cheque preparation.
- Reconciliations-bank, cash, credit cards, sales, vendors & customers.
- Asset Management - Handling complete purchases of assets, materials –liaise with the suppliers for quotations, preparation of Pos, receiving of goods & settlement of invoices.
- Month end closing - provision entries, balances review-vendors, customers, general ledger, Report run, AFAB (depreciation test run), AR02 (Capital spent), review of internal orders (GR55), open sales orders review (Z042, Z044, Zsdw).
- Monthly Stock check at RDG stores & preparation of report.
- Stores offers run in ETP.
- Handling export & local LCs.- preparation of LC documents, coordinating with the customer and the bank and submission of documents for the receipts.
- Handling petty cash & staff expense claims reimbursements.
- Coordinating with the RDG stores for invoice postings, POS errors.
- Handling PDCs- Receivable & payable.
- Auditing-preparing necessary documents for the auditors- expense schedule, assets schedule, cash, bank & credit cards schedule.
- Customer Credit checks (vkm3), preparation of internal orders (KO01), asset creation, asset posting, maintaining assets ledger, depreciation review.
- Follow-ups for vendor SOAs, RDG cash books, customer receipts.
- Documents Archiving.

Accountant General: Boutique1 Group LLC - Dubai, U.A.E

July-2006 to Aug-2011

Key Roles and Responsibilities:

- Handling sales receipts, credit card settlements, cash & bank transactions.
- Handling accounts payable.

- Reconciliation of supplier's ledgers.
- Preparation of schedules for pdc's, prepaid expenses, fixed assets, deductions, provisions & depreciations.
- Handling petty cash & preparation of petty cash statement.
- Preparation of cheques, bank reconciliation statement.
- Annually & half yearly stock taking & preparation of stock report.
- Handling of overseas payment (preparing bank transfers).
- Preparation of managerial information reports like sales report, stock report, payables, and receivables.
- Calculation of deductions, bonus & commission for the payroll.
- Making necessary closing entries.
- Handling visa & buying trip expenses.
- Liaison with the banks & auditors for reports.

Accountant: Al Shafar International Construction - Dubai, U.A.E

Jan-2005 To June-2006

Key Roles and Responsibilities:

- Maintaining entire books of accounts in computerized environment.
- Preparation of quotations, cash and credit invoices.
- Handling various accounts like accounts receivable, accounts payable, cash disbursement, cash receipts, journal voucher, purchase order, debit & credit notes and other financial subjects.
- Handling petty cash, transactional entries with proper rectification.
- Preparing bank reconciliation statement and other management information reports.
- Calculating reserves, provisions and depreciation.
- Calculating and preparing cheques for suppliers, sub-contractors, payrolls, utility, and others.
- Overall authority for the financial operation of the organization and administration, account reconciliation and journal entry adjustments, preparing monthly, quarterly and annual reports & summarizing.
- Drafting letters, quotation, invoices and orders to suppliers & sub-contractors.
- Auditing all financial transactions.
- Preparing all the necessary report for the external audit.

Assures all accounting records are maintained on a current basis in order to provide management with financial management data when required.

Account Assistant & Underwriter: Al Berwaz Insurance Brokers Est.- Abu Dhabi, U.A.E. **Nov-2003 To June-2005**

Key Roles and Responsibilities:

- Maintaining the suppliers and the customer's accounts.
- Controlling of petty cash and bank transactions.
- Recording journal entries, posting to the ledger.
- Reconciliation of banks, suppliers, and customers.
- Payroll preparation and settlement of all related payments.
- Maintaining files required to substantiate accounting records.
- Assisting the finance manager.
- Calculating insurance premiums, claims, deductibles.

- Analyzing Statement of vendors, customers & Bank.

Account Incharge: Janaharsha Group of Co. - Hyderabad, India.

Jan-2003 To June-2003

Key Roles and Responsibilities:

- Passing of debit notes, credit notes, and journal vouchers.
- Preparing client pass books.
- Allotting customers code numbers.
- Preparing pay roll for around 100 employees every month.

Accounts Assistant (part time): Indo British Academy.-Hyderabad, India.

Jan-2001 To Dec-2002

Key Roles and Responsibilities

- Maintenance of student's records.
- Cheques deposits, cash deposits, payments & receipts.
- Reporting the daily activities to the management
- Assessing the students in their course.

• **Project Handled:**

Project-1

Completed a project report titled "Financial Statement Analysis of Systemic Hatcheries" towards partial fulfillment of my M.B.A program.

- Study the performance of the Systemic Hatcheries
- Evaluate profitability through comparative statement
- Make trend projections of income, expenditure & net profit.
- To evaluate the cash inflows and outflows through funds flow & cash flow statements.
- To study the liquidity position of the Hatcherly with the ratio analysis
- Evaluation of the business trend with the help of trend analysis.
- Financial position of systemic Hatcheries through comparative balance sheet.

✓ **Project-2**

Completed a project report entitled "Foreign Trade Procedures & Documentations of Ravileela Granites Ltd" towards partial fulfillment of my B.com (foreign trade).

- Registration procedure that the exporter has to fulfill.
- The procedure of obtaining the export code Number that is allotted to exchange control department.
- Procedure for obtaining the import export code
- Exim policy, Pre shipment & post shipment documents

• **Education**

- ✓ Master of Business Administration (Finance)-Osmania University India -2002
- ✓ Bachelor of Commerce (Foreign Trade)-Osmania University, India-2000

- Accounting Packages

✓SAP✓ETP✓PeachTree ✓Tally ✓Focus ✓Wings ✓Daceasy ✓ERP Packages- Navision,Macc, Info's, Merlin & oracle database.

- Computer Skills

✓Operating Systems: Microsoft Windows 2000 and XP.

✓Others: MS-Office- (Ms Word, Excel)

- Personal Appraisal

- *Self motivated & result oriented with excellent communication skills.*
- *Ability to adapt to different environments & systems.*
- *Ability to grasp any work quickly.*
- *Resourceful, initiative, innovative & ability to work under pressure.*
- *Assertive, dynamic & cordial.*

- Personal Details

<i>Fathers Name:</i>	Late Abdul Gaffar Quadri
<i>Date of Birth:</i>	9 th Dec 1979
<i>Passport No:</i>	L 1465660
<i>Nationality:</i>	Indian
<i>Languages Known</i>	English, Hindi, Urdu. Telugu, Arabic- (Read & Write)
<i>Contact No.:</i>	+97150 3123596
<i>Driving License</i>	Holding Valid UAE driving License.

