

Curriculum Vitae



Majeed Sarwar Taj
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Objective:

To work with a professional organization at the top-level management with a challenging and interesting job profile wherein I can draw upon my education and experience.

Strengths and attributes:

- Excellent financial, analytical, and writing skills.
- Highly developed knowledge of accounting principles, financial management, spreadsheets and databases.
- Strong ability to manage conflicting and changing priorities.
- Good judgment, tact and discretion.

Educational and Professional Qualification:

- ✓ **MBA (Banking & Finance)** from University of Wales (UK).
- ✓ **Diploma in Business Administration** from London School of Business and Computing (UK).
- ✓ **Diploma in Information Technology** from London Academy of Computing and Electronics (UK).
- ✓ **B.Com (Bachelor of commerce)** from Osmania University (India)

Computer Proficiency:

- **Diploma In Computer Applications Software**
 - Microsoft Office & Microsoft Outlook.
 - Expertise in using Microsoft Advance Excel
 - ERP – Proficient in Tally ERP 9 package.
 - SAP _ Financial Controlling.
- **Accounting Software's**
 - Tally, Focus, Wings, Peachtree, Quick books and Al Ameen.

Professional Experience :

1. Working as a **Senior Accountant** at Al RAYYAN CORPORATION WLL
From July 2017 to March 2020 (Doha Qatar).(Tally ERP9)
2. Worked as an **Accountant** at FINE EDGE DÉCOR (LLC)
From April 2016 to June 2017 (Dubai UAE).(Quick books)
3. Worked as an **Accountant** at AYZ TRADING (CUPLE ST LLC)
From September 2013 to March 2016 (Dubai UAE).(Al Ameen)

4. Worked as an Assistant Accountant at BANJARA GAS SERVICE
Hyderabad, India. From May 2003 to Jan 2007.(Tally)

Duties and Responsibilities at AI RAYYAN CORPORATION WLL

- ❖ Supervise all necessary day to day accounting responsibilities, including journal entries, accounts payable/ receivable, bank deposits, invoicing, collections, etc.
- ❖ Responsible for dealing with banks for matters like LC, Guarantee Cheque, Performance Bond, determining the Corporation's net cash position on a daily basis, and ensuring that company records and bank balances reconcile on a daily basis.
- ❖ Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements, observe variances and suggest counter measures.
- ❖ To prepare accounts receivables aging report on monthly.
- ❖ Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance
- ❖ Process the payments of all sister companies, and arrange the USD on better rate
- ❖ Document check for all companies payments, Guarantees, Telex Transfer and LC.
- ❖ Prepare the payroll of the company and process the all sister companies
- ❖ Dealing with the Bank regarding for exchange rate Telex Transfer and Guarantees.
- ❖ Handle company's budgets and financial reports, forecast cash flow positions, related borrowing needs and manage funds for investment

Duties and Responsibilities at FINE EDGE DÉCOR LLC

- ❖ Managing the all company accounts and posted in the System on daily basis.
- ❖ Closing Monthly accounts and Projects when is completed with Labor and Material Costing.
- ❖ Reconciliation Vendors Account, Customers Account and Bank Statement.
- ❖ To prepare accounts receivables aging report on monthly.
- ❖ Internal Auditing for Inventory Item.
- ❖ Depreciate the Asset Value on Monthly.
- ❖ Assisting the Management in the budget activities and in some area of administration.
- ❖ Maintaining close relationship with auditors of the company.
- ❖ In charge of preparing and determining the deductions, eligibility of benefits, overtime, medical and End of Service benefits.
- ❖ To verify bank statements to ensure clearance of cheques on daily basis and effect application of cleared cheques against related invoices in the System.
- ❖ To enter receipts, debit notes, credit notes and bounced cheque entries in the books on daily basis.
- ❖ Employee Leave salary details, Annual Air ticket eligibility and other claims/allowances Duty Resumptions, Sick leave, Unpaid leave etc.,
- ❖ To verify all purchases, compare & make sure that qty & price are matching with our purchase order & supplier invoice.
- ❖ Follow up with suppliers regarding the credit note if any difference between the materials received and supplier invoice.
- ❖ Providing various MIS to Management by preparation of Various monthly & weekly reports such as, Cash Flow Statement Cash Budget, Bank Reconciliation Receivables/Payables Reconciliation, Reports etc.

Duties and Responsibilities at Cuple ST LLC

- ❖ Managing accounts receivable and payable
- ❖ Monitor petty cash transactions, collection of daily sales reports and verify from company branches and posted in the system
- ❖ Maintaining bank reconciliation statement.
- ❖ daily sales documents receive from the shop and posted in the system
- ❖ clear the supplier invoice as per payment terms
- ❖ To prepare weekly and monthly sales, COGS and margin reports as per schedule and distribute within specified time frame and according to the approved format.
- ❖ To reconcile the total sales of retail shops with the cash and credit card receipts on daily basis.
- ❖ Prepared monthly reconciliations for all bank accounts of the company.
- ❖ Maintain Staff related data (passports, staff personal files etc.)
- ❖ Perform various research and analysis assignments involving HR and other management issues.
- ❖ Take care of license renewal and maintenance of company vehicles.
- ❖ Coordinate with the Insurance Company for timely renewal of Insurances required for company (CAR Policy, Vehicle, Medical, Group life, Professional Indemnity, Plant and Machinery etc)
- ❖ Coordinating with PRO for smooth process of employee visas and their cancellation and keep record of visa expenses.
- ❖ dealing with logistic companies and customs clearance companies for shipping document receive and check the commercial invoice ,packing list, certificate of origin and bills of lading and track the shipment of exact location
- ❖ Handling Month end and year end closing process.
- ❖ To monitor and verify Inventory movement documents on daily basis for all the 5 retail shops and warehouse.
- ❖ Interco transfers.

Duties and Responsibilities at Banjara Gas Service.

- ❖ Maintain accounts receivable and payable
 - ❖ Maintain petty cash clear all company expenses and utilities bills posted in the system
 - ❖ daily sales entries posted in the system
 - ❖ Monitor daily deposits to banks.
 - ❖ Prepare Financial and regulatory reports required by management.
 - ❖ Stock & Inventory Control.
 - ❖ To monitor and verify Inventory movement documents on daily basis.
 - ❖ Entering vouchers, sales, and purchase invoices in Tally
 - ❖ Filing bills, invoices, vouchers and other account related document in a systematic manner.
 - ❖ Scrutinize all journal invoices vouchers and cash memos.
 - ❖ Scrutinize all ledger books, ledger Accounts, Purchase Books, Sales Books and Petty cash of company.
 - ❖ Maintained all Bank transactions and Bank reconciliation statements.
 - ❖ Maintain all files, faxes, mails company letters and reported to the manager.
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Personal Details

Date of birth : 10 December 1980
Nationality : Indian
Marital Status : Married
Passport No : K5701784
Valid Till : 11 April 2022
Languages : English, Urdu, Hindi.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:

Majeed Sarwar Taj