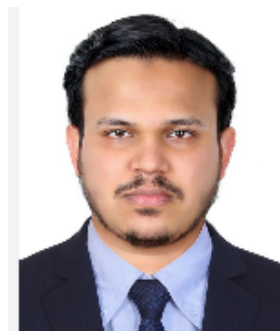


PERSONAL DETAILS

Name	TANVEER UDDIN
Email Id	tanveeruddin89@gmail.com
Contact Number	+971-506758615
Address	Hor Al Anz Dubai, UAE
Date of Birth	11/08/1993
Gender	Male
Marital Status	Married
Languages Known	English, Urdu, Hindi, Telugu



SUMMARY

Rich with 6.9 years working experience INCLUDES 6.3 YEAR EXPERIENCE IN QATAR & UAE in Social Media, Hospitality, Jewellery, Real Estate and Construction field. Conversant with the knowledge of software's like QuickBooks, Delta ERP, MS Access, and Jewel etc willing and open to learn new accounts-based applications like Oracle & peach tree etc.

EDUCATION

Year of Passing	Degree/Course
2015	MBA (Finance) Nova College of Business Management , Osmania University
2013	Bachelor of Commerce (B.Com) A.V College of Arts & Commerce , Osmania University
2010	Board of Intermediate (12th) M.S Junior College , Board of Intermediate Education
2008	SSC (10th) Modern High School , Board of Secondary Education

EXPERIENCE

Jan-2022 - Dec-2022 **Yaba Restaurant, Dubai, UAE**

Sr Accountant

- ☑ Monitoring sales invoices so as to make sure is recorded in an appropriate manner
- ☑ Accounts payable, Receiveable and General Ledgers
- ☑ Managing petty cash
- ☑ Preparing monthly sales reports
- ☑ Helping Manager in deciding price of the product using costing techniques
- ☑ Handling Social Media incomes of celebrity Chef apart from other business operations
- ☑ Preparing invoices for social media business
- ☑ Filing VAT returns as per U.A.E Vat Law
- ☑ Handling all cash & bank transactions with daily reconciliations between books of accounts and bank
- ☑ Preparation of payroll sheets in collaboration with exchanges for WPS payments
- ☑ Managing suppliers and their credit period to make sure that the payments are within due dates
- ☑ Preparing offer letters for new employees
- ☑ Supporting FOH and BOH staff
- ☑ Maintaining all financial and company related documents
- ☑ Doing monthly payments for water, electricity, rent and internet etc
- ☑ Other Responsibilities

Dec-2019 - Oct-2021

Versailles Jewellery, Doha, Qatar

Accountant

- ☒ Posting daily sales receipts.
- ☒ Accounts payable, Receivable and General Ledgers.
- ☒ Completing bank reconciliation.
- ☒ Managing payroll – WPS
- ☒ Preparing monthly sales reports for all branches.
- ☒ Entering new stock purchases and internal stock transfers.
- ☒ Inventory management.
- ☒ Verifying bank deposits.
- ☒ Visiting other branches for stock physical verification.
- ☒ Managing petty cash.
- ☒ Visiting banks for cash and cheque deposits.
- ☒ Visiting Baldiya for gold stamping.
- ☒ Preparing monthly bills for telephone, electricity and salary slips.
- ☒ Preparing tags for Diamonds, Pens, Cufflinks and Gold.
- ☒ Maintain files and documentation thoroughly and accurately.
- ☒ Participated in year-end audit. Created financial check list to ensure all required items are available during the annual audit.
- ☒ Consolidate annual physical inventory counting and system stock updating.

Jun-2016 - Oct-2019

Al Safwa Trading & Contracting Co LLC, Doha, Qatar

Assistant Accountant

- ☒ Providing support to the Accounting, HR and procurement department.
- ☒ Handling communication with suppliers and clients via phone, email or in person.
- ☒ Posting cost of material purchased for projects and follow-ups LPO.
- ☒ Preparing petty cash transaction for site staff and office staff.
- ☒ Calculate and prepare the payments for regular suppliers and sub-contractors.
- ☒ Calculate the wages project wise and department wise.
- ☒ Preparation of leave salary, Gratuity, and final settlements for employees.
- ☒ Precede monthly payroll over 300 employees.
- ☒ Entry of Purchases, Receipts and Payment transactions.
- ☒ Coordinating with site staff regarding delivery of materials.
- ☒ Visiting client's office for payment collection.
- ☒ Keeping the records of employees' financial matters.

Oct-2015 - Mar-2016

Khazana Jewellery, Hyderabad, India

Assistant Chief Cashier

- ☒ Managing all cash transaction.
- ☒ Balancing the daily account at the end of each day.
- ☒ Checking the daily cash balance.
- ☒ Checking the offers and deducting the amounts from customers.
- ☒ Organizing all the work and maintaining accounting records.

SKILLS

QuickBooks

Sapaad

Delta Software

MS Access Software

Jewel Softare

Tally ERP

MS Office

DECLARATION

I hereby declare that all of the information & details mentioned above are true, fair & correct to my utmost knowledge & care.

TANVEER UDDIN