



ZUBAIR MADANI SHAIK

Senior Accountant

Contact

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Skills

Financial reporting Cash
Flows BRS

Knowledgeable in software
Oracle Financials Microsoft
Dynamics Tally.

Expense tracking & Revenue
Recognition

Inter company Reconcile
MIS Ageing Analysis

Detailed Oriented Data
Analysis

Experienced Senior Accountant successful at cultivating effective working relationships at all levels while driving improvements to expense tracking and forecasting of future financial needs. Proven track record of performing work ethically while maintaining integrity of all financial data. Knowledgeable senior accounting professional 12 years of experience in financial operations

Key Duties & Responsibilities

- Preparation, validation and submission quarterly VAT returns.
- Know how implementation in taxes & amendments and update to management
- Prepare and manage all documents in line with VAT regulations
- Include monthly VAT liabilities, VAT returns, regulatory reports and filings
- Review AR-AP aging to ensure compliance customer supplier records
- Investigate and resolve customer suppliers queries
- communicate with customers suppliers via phone, email, mail or personally.
- Assist with month-end closing & prepare month end metrics.

Work History

2015-08 -
Current

Senior Accountant

Al Arif Group, Dubai

- Manage fixed asset's ledger as property & plant, vehicle in aspect of addition, disposal & depreciation year
- Reconcile vendor and subcontractor's ledger and prepare payment schedule as well
- Reconcile monthly bank statement to the company's statement of account & inter company's account as well
- Prepare monthly valuation of inventory as per accounting standard and submit to the management for reporting
- Confirm purchase voucher, payment voucher and petty cash voucher with their supporting

Languages

English, Hindi, Urdu

Driving License : UAE

documents

- Verify monthly accrued expenses and prepaid expenses such as telephone, electricity & water & insurance
- Carry out billing, collection and reporting activities according to specific deadlines
- Prepare monthly MIS report for suppliers, accrued expenses, expenses claim a/c & others payable accounts
- Participate with other internal Auditor to finalize general ledger, trial balance and balance sheet.
- Handled month-end and year-end end finances by managing and reporting fixed assets and other data.

2014-07 -
2015-06

Branch Accountant

Al Murad Group, AJMAN

- Analyzed direct and indirect exp the company with respected activities & compare with the previous month
- Managed & update monthly journal entries of accrued exp., accounts payable, accounts receivable and general ledger
- Handle independent branch accounting & finance activities
- Prepared of receivable & payable ageing statement
- Regular reconciliation of suppliers before releasing payments
- Prepared Audit schedules
- Sub-ledger & Intercompany reconciliation
- Monthly bank reconciliation PDC handling process

2009-06 -
2014-05

General Accountant

Al Habtoor Real Estate LLC, SHARJAH

- Dealing with receivables & payables periodically
- Monitoring bank balances & replenish it when needed
- Prepared staff monthly payroll
- Prepared leave settlement & final settlement according to company policy
- Prepared future payment commitments, Prepared Telex Transfers
- Supported Subsidiaries Company's account and

passing monthly journal voucher for adjusting entries

- Manages with payables & receivables

Education

| | |
|----------------------|---|
| 2003-06 - 2005-05 | Bachelor's of Commerce: Commerce <i>OSMANIA UNIVERSITY - HYDERABAD -INDIA</i> |
| 2005-06 - 2007-05 | MBA: Finance <i>OSMANIA UNIVERSITY - HYDERABAD-INDIA</i> |