

SYED HAIDER ABBAS

Room No. 301 Al-Qaizi
Building Deira Dubai. U.A.E
Contact No. +971 543256009
Email ID: -Haiderabbas6390@gmail.com



Objective:

Precise, detail-oriented Accounting Professional focused on adding value through measurable outcomes. Strong orientation towards high-volume, fast-paced business operations and the ability to multi-task, work constructively and communicate effectively.

Skills :

Accounting, Accounts Payable, Accounts Receivable, Account Reconciliation, Billings, Revenue Recognition, Foreign Currency exchange, General ledger accounting, application and reconciliations, managerial experience

Description :

- Financial Reporting: Preparation and presentation of financial statements, including the balance sheet, income statement, and cash flow statement, to provide an overview of the organization's financial position.
- Bookkeeping: Recording day-to-day financial transactions, such as sales, purchases, receipts, and payments, in journals and ledgers.
- Financial Analysis: Analyzing financial data to assess the performance, profitability, and financial health of the organization. This includes financial ratios, trend analysis, and variance analysis.
- Budgeting and Forecasting: Developing financial budgets and forecasts to plan and control the organization's financial activities. It involves setting financial targets, monitoring actual performance, and taking corrective actions.
- Tax Compliance: Ensuring compliance with applicable tax laws and regulations, calculating and filing tax returns, and managing tax-related matters for the organization.
- Record Keeping and Documentation: Managing records and documents, maintaining filing systems, and ensuring compliance with legal and regulatory requirements regarding record retention.
- Job cost invoices and credit card activity based on project codes and ledger accounts.
- Maintain, distribute and replenish petty cash funds for field workers.

Cumulative Work Experience

Overall experience of 7+ years as an Assistant Accountant

Employment

VISHAL TEXTILES

Rakabganj, Lucknow, U.P.
Worked as an Accountant
(16th Nov., 2020 to 10th May 2023)

RAJA ELECTRONICS

Naka Hindola, Lucknow, U.P.
Worked as an Accountant
(14th May, 2015 to 7th Dec. 2019)

Educational Qualification:

Master of Commerce – (M. Com) 2015

(University of Kanpur)

Bachelor of Commerce – (B. Com) 2012

(University of Lucknow)

Technical Skills:

- ❖ Well versed with **MS office (MS Word, MS Excel, MS PowerPoint)**
- ❖ Experienced in working on **Busy Accounting Software**
- ❖ Experienced in working on **Tally 9.0**
- ❖ Internet

Personality Traits

- ❖ Strong analytical and problem-solving skills.
- ❖ communication skills in Written and verbal both
- ❖ Highly trustworthy.

Personal Details:

Date of Birth	11 th Apr. 1989
Language known	Hindi and English
Nationality	Indian
Passport-No	N4463546
Marital Status	Single

(Syed Haider Abbas)