To The Recruiter Human Resource Dept Abu Dhabi

Dear Sir

#### **Greetings!**

I am very much interested to join above-mentioned position in your company, I have completed my Master Degree in commerce and I have 20 years of very well-rounded skill set in Financial in the UAE & Malaysia such as well versed with **ORACLE-R12**, **AR**, **AP**, **Project**, **GL**, **CASH Management**, **P2P and O2C module**. **MFG pro** 

#### **Key skills:**

Supplier Reconciliation, Project Accounting, Cash Reconciliation, GL reconciliation, Schedule of GL ledger account, Revenue reconciliation with multiple integrated software, Oracle Technical issue resolver, FTA -VAT Filing, Adjustment JV, Fixed asset Amortization, Prepayment, Accrual Entries, Liaising with internal auditor and External,

Work history: -

- 1, Payable & Payment Accounts Specialist Integrated Transport Center in Abu Dhabi Government from 2010- 2024 Abu Dhabi.
- 2, Treasury Accountant (2007- 2010) Aujan Coco Cola Manufacturing Industries (famous for Rani, Hani, Vimto, Barbican. Lipton ice) **Dubai**
- 3, CASH EXPRESS General Accountant (2005-2007) Cash Express Exchange Dubai
- 4, Central Cashier (2001-2004) Borneo Textile Corporation Malaysia

More than **20 years** in various accounting position, it has equipped me with skills and Knowledge viable for any Accounting & Finance position, I have a great exposure in Payable and Receivable and Treasury, GL Accounting. You may deem to fit for my qualification.

These and among other job specifications can be seen in my Curriculum Vitae and I am willing to take up new challenges, for this reason I am enclosing my curriculum vitae for your perusal.

I would highly appreciate if you will consider me for a discussion further.

Thanking you & Regards

Very truly yours Rafiq Ahamed 971562322489

## H. Rafiq Ahamed Accounts Payable &Payments

0562322489 raashidrafiq@gmail.com

### **Personal Details**

Nationality : Indian

**Educational Qualification** : Master of Commerce -Banking & Insurance

**Bachelor of Commerce - Finance** 

Diploma in Islamic Finance

**Technical skill**: Oracle R12 Financial Functionality,

Oracle R12 - GL, AP, AR,

CE, Purchasing, Project Module

& E Business Tax, CRM, QAD ERP MFG pro,

Window 2007, Tally 9, Symex 2000.

Languages Known : Hindi, English, Bahasa Malay, Urdu, Tamil

**Experience** : 22 years

**Date of Birth** : 7 June 1979

<u>Professional Skill</u>: Supplier Reconciliation, Project Accounting

and Tracking, Cash Reconciliation,

GL reconciliation, Schedule of GL ledger,

Revenue reconciliation with multiple

integrated software, Oracle Technical skills

resolver, FTA -VAT Filing, Adjustment JV, Fixed

asset Amortization, Prepayment, Accrual

Entries, Liaising with internal auditor

and External,

# 1. Payment & Payable Accountant in Integrated Transport Center (ITC) Government Sector – Abu Dhabi 2010-2024

- · Administer payments to vendors in accordance with approved contracts and purchase orders, ensuring accuracy and timeliness.
- · Prepare and process payments to employees, including payroll processing, benefits, and reimbursements.
- Coordinate with ITC and DOF to process payments and ensure compliance with contractual agreements.
- Maintain accurate records of fixed assets, register new assets, and update the database to reflect changes in asset values.

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- · Support financial transactions and liabilities, monitoring outstanding payments and ensuring compliance with financial regulations.
- · Monitor ITC operation financial reporting, analyzing and providing insights to management.
- Coordinate with asset owners to maintain an accurate asset database and conduct audits as necessary.
- · Liaise to coordinate audits of operating contracts and ensure compliance.
- · Review and develop payment terms in coordination with procurement and suppliers, ensuring favorable terms and compliance with regulations.
- Coordinate with suppliers and project managers to close purchase orders and contracts efficiently.
- Ensure compliance with VAT laws in all financial transactions and submit required returns accurately and on time.
- Prepare payment status and aging reports, providing insights to management on outstanding payments and potential issues.
- · Handle supplier disputes promptly and professionally, working towards satisfactory resolutions while maintaining positive relationships.
- · Perform other tasks as requested by the section manager, demonstrating flexibility and adaptability in task execution.
- Perform vendor reconciliation
- Analysis tasks as Aging of payable

# 2, Treasury/ AP Accountant in AUJAN INDUSTRIES one of the biggest manufacturing plants for filling, distribution & marketing of Barbican, Rani Fruit Juices, Vimto & Hani Juices, .coco-cola, Lipton Tea in to the Middle East (2007-2010)

- · (I initially joined Aujan Industries as Cashier and have worked in that capacity for Six months. Henceforth, I was promoted as Treasury Accountant)
- Preparing & processing of APV (Cash & Bank Payment)
- Calculating and preparing **reimbursement billings** & receivables, reconcile monthly payables.
- Performing activities including collecting, posting, process and verification or receipts, credit claims refunds and other related records.
- Receiving cash items, third party payments, review, and compile accounting of cash and bank receipts and other related transactions.
- · Keeping **Loan schedule and Monitoring Payment** Accordingly.
- · Making payment to supplier as per Stipulated due date
- · Preparing the Cash flow analysis Statement monthly
- Handling Multi currency Bank Reconciliation.
- $\cdot \quad \text{Handling all kind of Documents in } \textbf{Letter of Credit} / \text{Bills Commercial Transaction}.$
- Making TT in FC/LC instruction to bank as per the Rate negotiation
- Reporting sufficient information to Treasury Manager in order to take Decision.
- · Handling full set of Bank & Cash books accurately.
- · Liaising Bank guarantee with bank.

- Maintaining Centralized Petty Cash around million Dhrs.
- · Issuing & processing Cheque payment.
- · Preparation of Cash position Report on daily basis.
- Daily Coordination with bank.
- · Handling intercompany Account & reconciliation.
- Disbursing Cash Salary around 200 employees a month.
- Monitoring Staff Advance and Supplier Advance.
- Having Good Experience in handling foreign Currencies.
- · Handling full set of Bank & Cash books accurately.
- Engaging Finalization of yearend activity.
- **Collecting of Customer Check and** to be deposited accurately in time.
- · Arranging the fund depends upon the requirement.
- · Providing information to internal Auditors when required.
- Assisting to Payroll Department When required

# 3, CASH EXPRESS - General Accountant cum TT Executive in Cash Express Exchange

## in Deira, Dubai (2005 - 2007)

- · Checking and verifying each entry at the end of each shift
- Performing physical verifying of the FC and Dhrs in hand every Thursday
- · Verifying the party balances bank statements and supporting documents on the day to day basis, Reconciliation bank & other exchange reconciliation on a daily basis
- $\cdot$   $\:$  Perform TT/DD allocations, Generating MIS to the Manager / Operational in charge
- Daily closing of accounts & tallying the cash books and ensure that the cash book is properly signed for the balances, Reporting to the operational in charge
- · Passing GL entries after proper authorization from operational in charge.
- Filing the GL expenses details for amount spent from the petty cash.
- Ensure customers balance confirmation on day to day basis
- · Sending MIS Report to Central Bank

# 4. Central Head Cashier in Borneo Textile Corporation (holding) Sdn Bhd in Malaysia. (2001-2004)

- Daily cash collection from all counter in all shops, Preparing Sales report
- Maintaining Floating Cash in Counters, Maintaining petty cash in all shops,
- Taking accurate report of credit card sales, Vouching all sales slips in order of Management & Processing & approval of expenses for Major expenses
- · Giving needy support to all out lets, Cash depositing in bank, monitoring all bank balances Reconciliation of credit card and sales report thrice a day refer with online banking