

# SYED ZOHAIB HASSAN ZAIDI



## Objective Statements

A managerial professional with experience in Accounting in UAE, and looking forward to join a professional and dynamic organization where I can utilize my best drafting knowledge and vast work experience to grab ample of career progression opportunities.

## PROFESSIONAL EXPERIENCE

### GMG GROUP (FARM FRESH):

Working as an Accountant from 22<sup>nd</sup> Nov 2022 to till date...

#### KEY RESPONSIBILITIES

- Calculating, recording, inputting or processing financial data (LTH, HORECA, WHOLESALE & E-COMMERCE)
- Preparing customer invoices based on accounting procedures
- Investigating discrepancies in invoices to determine the accuracy of charges
- Matching payments to invoice numbers
- Handling customer inquiries regarding billing issues
- Managing an Accounts Receivable ledger and Accounts Receivable files
- Submitting daily reports to management on accounts receivable operations
- Day-to-day invoicing and billing.
- Reconciliation of books of accounts.
- Posting payments to customer accounts
- Tracking overdue invoices and following up on them
- Processing credit memos and refunds
- Raising and sending invoices to customers
- Maintaining customer accounts

### LAL'S GROUP (Arabian Center):

Working as an Accounts Executive LALS group (Arabian Center) from 10<sup>th</sup> February 2013 to 31<sup>st</sup> Oct 2022.  
Employee of the year 2014

#### LAL's Group:

#### KEY RESPONSIBILITIES

- Process outgoing payments in compliance with financial policies and procedures.
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data.

#### Contact Info

Mob / WhatsApp:  
052 616 8554

E-mail  
[syed.zohaib07091987@gmail.com](mailto:syed.zohaib07091987@gmail.com)

LinkedIn:  
Syed Zohaib Hassan

#### Personal info

DOB : 07-09-1987  
Marital Status : Married  
Nationality : Pakistan  
Passport No : CY1792502  
Visa Expiry : 06<sup>th</sup> Dec 2024

#### Languages Known

English \*\*\*\*\*  
Urdu \*\*\*\*\*

#### Activity Interests

Computer Games  
Cricket  
Reading Books

- Reconcile the accounts payable ledger to ensure that all bills and payment are accounted and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Generate reports detailing accounts payables status
- Create LPO.
- Bank reconciliation.
- Taking provision and reversal.
- Reconciliation vendors ledger.
- In absence of cashier handle cash.
- File all accounts related documents.
- Responsible for preparing TAX Invoices.

### **Arabian Center-LAL'S GROUP (Shopping Malls):**

#### **KEY RESPONSIBILITIES**

- Responsible for invoicing the redemption of Gift Voucher of Air miles, ENBD, ADCB.
- Handle and Balance Petty Cash.
- Record Misc. Income month end.
- Follow up with Tenant for monthly invoicing payments.
- In absence of cashier handle cash.
- Bank Reconciliation.
- Receive cash and Cheque from Tenants.
- Responsible for updated postdated cheque and current dated cheques.
- File all accounts related documents.
- Responsible for preparing TAX Invoices.
- (Air miles, Maintenance, Electricity, Water, Housekeeping, Carton Collection, Ground Floor Promotion and In Mall Advertising).

### **A.R METCHEM ASSOCIATES (PAKISTAN):**

**Worked as an Accounts Assistant from 2nd May 2010 up to 30th November 2012**

#### **KEY RESPONSIBILITIES**

- Preparation and posting of general journal entries.
- Preparation of daily invoices for customers/vendors. (Sales order, Purchase order).
- Preparation delivery chelan & sales tax invoice
- Received cash/cheques collection from customer.
- Preparation of bank deposits slips.
- Handling of petty cash/Expense.
- Daily reconciliation cash with teller.
- Preparation of Staff Payroll.
- Monitor customer/vendors accounts for nonpayment and delayed payment.
- Assist to Manager Accounts in controlling accounts department.
- Prepare of files maintenance and documentation.

## **SADIQ AND COMPANY (PAKISTAN):**

**Worked as an Accounts Assistant from March 01st 2008 to April 30th 2010**

### **KEY RESPONSIBILITIES**

- Preparation and posting of bills received from Venders (Services & Supplies).
- Preparation of Bank Payment Vouchers and Cash Payment Vouchers.
- Reconciliation of Customers.
- Maintaining of Petty Cash Book, Book keeping.
- Bank reconciliation & Daily bank position.
- Preparation of Invoices of clients/customers.
- Cash deposit and Cheques lodgment in bank received from clients.
- Preparation of Bank Receipt Vouchers and Cash Receipt Vouchers.

### **COMPUTER PROFICIENCY**

- Accounting Packages- Sap, S4hana, Dynamic Navision 2009 & 2017.
- Microsoft Office – Excel, Word, PowerPoint and Outlook
- Internet and e-mail

### **ACADEMIC QUALIFICATION**

- MBA- Master in Business Administration, Jaipur University, India
- B.Com- Bachelor of Commerce, Karachi University, Karachi, Pakistan
- I.Com- Inter in Commerce, Tec College, Karachi, Pakistan
- Matric in Computer Science- Sindh Board Karachi. Pakistan

### **DECLARATION**

I hereby declare that the above furnished information is true to best of my knowledge and belief.

**Syed Zohaib**  
**052-616 8554**  
**Dubai, UAE**