

CURRICULUM VITAE



MAZEED

E-mail ID

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Visa Status

Visa Expiry: 12 JUNE 2020
Abu Dhabi, U.A.E

PASSPORT DETAILS

Date of issue : 27-02-2017
Date of expire: 26-02-2027
**Place of issue: Riyadh-
Saudi**

Personal Details :-

Date of Birth

15th Feb 1969

Gender

Male

Nationality

Indian.

Marital status

Married

Languages

English, Hindi & Arabic

Driving License

UAE Driving License
Indian Driving License

Job Title : Account and Finance, Internal Auditor, Accounts Manager

OBJECTIVE

To work with an Organization that facilitates in sharpening my existing knowledge base & abilities with problem-solving and result-oriented approach while contributing positively to the overall growth of the Organization.

Note : Fourteen years working experience as an Accountant & Accounts Manager in Gulf (Bahrain ,Saudi Arabia & UAE)

AREAS OF EXPERTISE

- Financial Accounting & Book keeping
- Reconciliation
- Credit Control
- Monthly expenditure projection
- Payroll
- Purchase & Sales Ledger
- H.R Management
- Finalization Of Accounts & Year Ending Schedules

PROFESSIONAL EXPERIENCE

It was founded in **Abu Dhabi in 2008** . Icon philosophy is fair business practice and commitment to the society.

Currently working on all kinds of infrastructure projects consist of potable water networks, sewerage, storm water network, telecom networks, roads, construction projects of Villas, Workshops, Labor camps etc.

From : December 2017 to Till the Date

Position : Accounts Manager

Job Profile:

- Focused on Developing over all sound control frame works and documentations for smooth facilitation of independent Internal & external Audits
- Authorized and prepared monthly J/E account analysis, forecast budgets and financial statement preparation.
- Reconciled monthly bank statements with general ledger accounts
- Maintained construction files for all paid invoices, drew application for all projects
- Managed accounts payable, accounts receivable, and payroll departments
- Implementing and maintaining internal financial controls and procedures.
- Coordinate financial forecasts and report variances; forecast cash flow positions, related borrowing needs and available funds for investment.

(A – Division of Fuel Intergrated Limited Company) Saudi , .K.S.A

Provides local truck transportation services for oil products, freight forwarding service ,provide civil contracting for buildings , distribution of petroleum products including diesel. Through its main Subsidiaries ,provides ownership and operation of gasoline station .

From : January 2016 to July 2017 [1 years 6 Months]

Position : Area Manager

Job Profile:

- Looked and controlled day to day activities of Fuel Station, Fuel Market, Buiya and Restaurant.
- Suppliers & customers supporting Management in Financial Decision Making,
- Maximizing sales and profitability
- Providing your team with a stimulating and supportive environment
- Maintaining and increasing standards of customer services
- Managing daily needs requirements (Gasoline and Fuel Market)
- Attend the auditor during the time of Audit and providing all clarification till the audit report get finalized
- Assist controller and CFO with preparation review and analysis of financial statement.
- Driving team performance

PROFESSIONAL EXPERIENCE

(A – Division of East Riffa Filling Station and Al Kobaisi Construction & Maintenance)

Bahrain.

From 15th September 2002 to 15th December 2014 [12 years Approx.]

Position : Accounts Manager

Job Profile:

- Looking and controlling day to day activities of Accounts Dept.
- Liaising with Bankers, Suppliers & customers supporting Management in Financial Decision Making, Finalization of Accounts
- Supervision of day to day activities of the factory accounting function.
- Preparation of weekly management accounts including sales, purchase, stocks , expenses and KPI,s
- Calculation of daily factory yield to include investigation work where required.
- Stock report checking (Stock counting- Oversee and validate weekly stock counts)
- Forecasting – Preparation of weekly profit forecasting and measure subsequent performance.
- Budget-assist in preparation of budget.
- Profit investing plans.
- Production costing. And cash flow statement.
- Checking all the Credit Note
- Monthly management account review .Cost accounts report directly to the financial controller together with an operation reporting line to the production director.

PROFESSIONAL EXPERIENCE

New Delhi, India.

From December 2000 to September 2002. [02 Years]

Position : Accounts Officer

Job Profile:

- Looked after Accounts Dept. Liaison with Suppliers & Bankers.
- Finalization of Accounts.
- Looked after Taxation, Service Tax and PF Matters. Preparation of various
- Financial Statements as and when required

PROFESSIONAL EXPERIENCE

Gorgon Haryana, India.

From : January 1999 to November 2000. [01 Years 11 Months]

Position : Accountant

Job Profile:

- Preparation of various vouchers, Preparation of Bank Reconciliation Statements & other MIS Reports.
- Computerized Maintenance of Accounts.
- Preparation of Balance Sheet and participation in Finalization of Accounts.

PROFESSIONAL EXPERIENCE

Kolkata, India.

From July 1989 to July 1992. [03 Years]

Position : Article Ship (Professional Training)

Job Profile:

- Statutory Audit, Internal Audit, Tax Audit, Bank Audit, & looking after Taxation Matters

ACADEMIC QUALIFACATION

- ICWA (Inter) From Institute of Cost & Works Accountants of India
- B.Com - Bachelor Degree in Finance & Commerce.

- Quick Books



- Tally E.R.P 9.0



- Advanced Knowledge in MS Office.



Date:

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