

# HISHAM JUNAID

9+ years experienced **ACCOUNTANT**. Hard core expertise in financial and accounting fields, including: cash flow statement, accounts payable & receivable, VAT filing, sales analysis, monitoring key accounts and good knowledge in financial Reporting.

## PROFESSIONAL EXPERIENCE

**Al Khoory Group, Dubai**


**Accountant (July 2017 to present)**

- ✓ Prepare & Maintain Journal entries & Review all daily transactions are properly posted into respective accounts/ledgers
- ✓ Prepare and review Vouchers, Quotation, LPO, Delivery note, Debit note, Credit note, invoices, Receipts, Payments and any other related documents
- ✓ Maintain healthy liquidity in operations by reviewing day today cash inflows and outflows
- ✓ Maintain ageing Reports , Following up of Debtors / Creditors / Outstanding and reconciling their accounts
- ✓ Reconciliation of Banks, Customers account, supplier account, Associated & Intercompany accounts periodically
- ✓ Manage & control Inventory; maintain Order Register, Material Inward and Outward Book
- ✓ Prepare & Maintain Salary, Leave Salaries & End of Service Indemnity provisions, Employee Loans & Advances and other benefits & final settlements.
- ✓ Manage Cash in Hand, Petty cash, Multiple Bank accounts ,Banking Facilities & PDC Cheques
- ✓ Manage month-end close activities including the preparation and review of Adjustments & Closing entries
- ✓ Facilitate and complete monthly close procedures; prepare Trial Balance, Profit and Loss statements,



## GET IN TOUCH

 Dubai, UAE

 +971 562729781

 Hishamjunaid6447@gmail.com

**Nationality:** Indian

**Visa Status:** Work Visa

## PROFESSIONAL SKILLS

### ACCOUNTS FINALISATION



### CASH FLOW STATEMENT



### PAYABLES AND RECEIVABLES



### VAT AND TAXATION



### BANK RECONCILIATION



### INVOICING



### CASH AND PETTY CASH



### MONTH END CLOSING



### PREPARING REPORTS



### FINANCIAL DOCUMENTS



## PERSONAL INFO

**Gender :** Male

**Marital Status:** Single

**Languages:** English, Hindi, Malayalam and Arabic

**Religion:** Muslim

**DOB :** 15/05/1990

Balance sheet and other reports as per management demands

- ✓ Maintain appropriate fixed asset register, track movement and disposal of assets
- ✓ Actively participated and interacting with the valuable clients/ delegates, Liaison with all levels of Management, Departments, internal and external auditors, Banks & Regulatory agencies
- ✓ Perform other related duties as instructed by the Management.



## COMPUTER SKILLS

Oracle pioneer & Orion ERP, Tally ERP9, ERP applications, Ms-Office

## PREVIOUS EXPERIENCE

**Care n Cure Group of Companies : Doha- Qatar**  
**Accountant (Sep 2011 – Oct 2016)**

## EDUCATION



**CMA ( Pursuing)**



**Bachelor's Degree : B.Com**

Calicut University - India



**Certified Professional In Foreign Accounting**

International Professional Accounts-India