

# Mohammed Kazim Ali

(Accountant)

Passport no: P2805697

Passport type: ECNR

E-mail Id: Kazimali8801@gmail.com

Contact: +971 543417868

Live location : Dubai on visit visa.



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## Career Objectives:

To Co-ordinate with senior and fellow colleagues to attain the organizational goals. I have the ambition to attain growth in my career with honesty, truthfully, and dedication, by executing the duties entrusted to me.

## Skills

- Accounting Packages Tally Erp9, Tally Prime (8-Years experience)
- Billing and inventory on Focus Software (3-years and 7 months experience)
- Pact.Pos Inventory Management Software (2-Years experience)
- Office Automation Microsoft Excel, Microsoft Word (5-Years experience)
- Diploma in Computer Application and Computer Hardware
- Operating Systems Windows 10, windows 7 and windows vista
- Office Packages MS Excel
- Excellent Knowledge of Internet and E-Mail

## Work History

### Having 8 Years experience as Accountant.

Accountant (3 Years and 7 months)

06<sup>th</sup> Jan 2020 to 1st August 2023

**Reynolds Inc** (Shure,Allen & heath Audio equipment office)– Hyderabad

- Well-versed with Accounting books like Cash book, bank book, purchase register, sales register, credit note, debit note, payment and receipts.
- Maintain Bank Reconciliation Weekly and Monthly basis.
- Handled day-to-day accounting processes.
- Sending purchase order and sales order to the vendor as per requirements..
- Assisting CA in Preparation Profit & Loss A/c & Balance Sheet
- Maintain Books of Accounts
- Physical stock checking and sending report to head office on monthly basis.
- Monthly and quarterly Bahrain VAT filing online using the NBR portal.
- Following up customers for the payments and cash deposit into bank.
- Petty Cash maintain and Cash Report Send to corporate office daily Basis
- Preparation of Voucher & Pay-In-Slip(Money Receipt)
- Keep track of all the payments and expenditures, including Purchase orders, Sales orders, Sales invoices and Purchase invoices.
- Reconciliation receivables & payable accounts.
- Vendor Bills checking and process for Cheque and NEFT
- Maintain all Accounting voucher entries.
- Maintain day-to-day Accounts & reporting to the Head office from time to time
- Collected and reported monthly expense variances and explanations.

Accountant (1 Year) 01<sup>st</sup> Nov 2018 to 30<sup>th</sup> Dec 2019  
Runway Designers  
(Flagship Fashion designers showroom)– Hyderabad

Accountant (2 Years) 30<sup>th</sup> Sept 2016 to 30<sup>th</sup> Sept 2018  
Masqati Supermarket– Hyderabad

Accountant (2 Years) 05<sup>th</sup> July 2014 to 01<sup>st</sup> July 2016  
Diamond Rubber Industries– Hyderabad

## Education

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- B.Com Computers (Commerce) from SVG Degree College (Osmania University) Hyderabad in 2015.
- Intermediate CEC Commerce from MS Junior College in 2012.
- Schooling SSC 10<sup>th</sup> from Board of Secondary education from Morning Star High School in 2010.

## Passport Details

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- Passport number : P2805697
- Passport type : ECNR
- Date of issued : 07-09-2016
- Date of Expiry : 06-06-2026
- Nationality : Indian
- Visit visa , date of arrival : 2nd August 2023

## Personal Details

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- Name : Mohammed Kazim Ali
- Father's name : Mohammed Qadeer Ali
- Date of birth : 08-10-1994
- Marital status : Married
- Hobbies : Playing cricket, reading newspaper.

## Declaration

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

Date : .....

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Mohammed Kazim Ali