

Patgar Mohammed Althaf

Senior Accountant



althafpatgar@gmail.com



056-9052787



Al Kho bar - KSA

13 Years of UAE Experience in Food Industries and complete knowledge of UAE VAT return filing.



WORK EXPERIENCE

Senior Accountant cum Administrator

Mahmood & Sons DMCC.

April 2007 – Feb 2020

Dubai, U.A.E.

Personal Profile

DOB: 25th October, 1978

Gender: Male

Marital Status: Married

Nationality: India

Technical Skill

ERP

Tally

MS Office

Peachtree

Visa Status

Iqama Transferrable

Languages

English



Urdu/Hindi



Arabic



Responsibilities served:

- Manage all accounting transactions
- Handle Journal & Ledger accounts on daily basis
- Preparing of Invoices, PO, Credit Note, Debit Note, Quotations
- Closings books of accounts and prepares monthly reports of debtors and creditors
- Preparing Cashbooks, regular reports, receipt and payment vouchers
- Coordinating with banks for all kind of bank transactions (Overdraft facility, Trade finance facility, Bank Letters, Letter of Credit, Telegraphic Transfer, Swift, DD, Banker's cheque)
- Reconciliation of Bank, Debtors and Creditors
- Reconcile Accounts Receivables & Accounts Payables
- Ensure timely bank payments
- Preparing tax returns and ensuring that taxes are paid properly and on time
- Prepare accurate work papers, schedule and reconciliations for audit purpose
- Assist with CA/Auditor for submitting the required documents for preparing Audit Reports
- Handle monthly, quarterly and annual closings reports
- Report on the company's financial health and liquidity
- Prepare Balance Sheets, Profit/loss Statements and other reports
- Knowledge of Import and Export documentation in a trading environment and ensure all documents meet regulations.
- Arranging shipping documents in a timely manner without any discrepancies.
- Coordinate with the forwarder/clearing agents for custom clearing and receipt of Import shipments.
- Preparation of documents for Immigration, Economy and Customs Department

Accountant

Damudi Steel.

Feb 2005 – Jan 2007

Bangalore, INDIA.

Responsibilities served:

- Maintain all books of account and reconcile account balances
- Reconcile of account receivables and payables.
- Maintain sales and purchase registers.
- Prepare receipt and payment vouchers.
- Handle bank transaction & preparation of Bank reconciliation statements.
- Compute Taxes and Prepare Tax Returns
- Preparing tax returns and ensuring that taxes are paid properly and on time
- Prepare monthly, quarterly and annual closing reports and submit to Auditor prepare Audit Reports
- Manage Balance Sheets and Profit/Loss statements

EDUCATION

Bachelor of Business Management

Mangalore University
Karnataka, India.

I hereby declare that the above written particulars are true to best of my knowledge and belief.

Patgar Mohammed Althaf