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Management Professional with over 11 years of rich national & international experiences;
In the field of **Accounting, Costing, Taxation, VAT, Budgeting and Project Accounting** with an organisation of repute.

Certifications

Certified in **Cost & Management Accountancy (Intermediate)** from The Institute of Cost Accountants of India, India in 2011, & **MBA Finance** from AISECT University, India in 2021

Completed **100 hours compulsory Information Technology Training** as prescribed by ICWAI, from First Computer. New Delhi.

Profile Summary

- Skilled in **Financial Statements preparation**, including changes in financial position while assessing company's financial situation
- **Value Added Tax & Excise Duty** determination, payment and filing; Current Account, Bank Account & Supplier and Customer Accounts Reconciliation
- Experienced in managing all facets of financial accounting including **budgeting, forecasting, financial analysis, variance reporting & cost control.**
- Monthly, Yearly closing and preparation of **Profit & Loss Account** and **inventory Management, Fixed Assets Management**
- **Having sound knowledge of Oracle ERP FICO** and hands-on experience in , MS Office Outlook, Tally ERP, Focus and MS Dynamics AX. Quick Books.
- **Expertise in managing preparation of Financial & Management Reports like cost & benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis;** created and reviewed business plans and financial models
- **Establishing table of accounts, and assign entries** to proper accounts and maintaining accounting controls **by preparing and recommending policies and procedures.**

Soft Skills



Core Competencies

Debtors Management



Presentation & Visuals



Fixed Assets Management



Financial Statements and Interpretation



Compliance / Risk Management



UAE VAT Computation, Filing Return



Inventory Management



MIS/ Financial Reporting



Team Building & Leadership



Career Timeline

Cost Trainee

- R. B. Thakur & CO. Patna, India
- Oct' 08 to Nov' 09

Accounts Executive

- JDC Traders Ltd. New Delhi, India
- Feb' 10 to Dec' 12

Accountant

- Abdullah A. Al Barrak & Son's For Trading Services BISCAT Saudi Arabia
- 25 Dec, 2012 to 03 Jan, 2019

Accountant

- **Worked With Concorde Corodex Group, Dubai UAE**
- **20th November' 2019 to 30th September' 2021**

Professional Experience

Worked with Concorde Corodex Group, Dubai UAE as Accountant from 20th November' 2019 to 30th September'2021 as Accountant.

Key Result Areas:

- Ensure the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- Prepare accurate, and timely financial statements in accordance with our established schedule and the input from various departments.
- Project Accounting,
- Prepare asset, liability, and capital account entries by compiling and analysing account information.
- Maintains general ledger by transferring subsidiary accounts, preparing trial balance, and reconciling entries.
- Assisting the internal auditor and external auditor in audit compliance.
- Investigating and resolving audit findings, account discrepancies, and issue of non compliance.
- Fixed Assets Management including capitalisation, tagging, monitoring, and amortization and writing off.
- Review inter company transactions and generate invoices if necessary.
- UAE VAT computations and filing VAT returns and making payments.
- Payroll, vacation and end service benefit checking.
- Preparing aging analysis of receivables and payables, Inter Company Reconciliation and bank account reconciliation.
- Assisting in preparation of budgets, and analysing variances.
- Performing other accounting duties and supporting junior staff as required and assigned.

Previous Experience

26th Dec-2012 to 03rd Jan-2019– with Abdullah A. Al Barrak & Son's Co. For Trading Services (BISCAT)KSA as Accountant Joined as Junior Accountant and gradually elevated to the position of Accountant.

Key Result Areas:

- Monthly closing and making provisions and preparation of Profit & Loss A/C
- Prepare, examine and analyze the accounting information, financial statement and other reports to assess accuracy, completeness and conformance to reporting and procedural standards
- Prepare and record asset, liability, revenue, and expenses entries by compiling and analyzing account information
- Gather and analyze data extracted from financial systems or received from other functions
Performs data accuracy/quality checks and validate
- VAT computation and filing KSA VAT monthly and making payment
- Preparation of aging analysis of receivables and payables and bank reconciliation statement and follow up for receivables and processing payments
- Produces payroll by initiating computer processing; Completes internal and external audit by analyzing and scheduling general ledger accounts; providing information for internal and external auditors.
- Establishing table of accounts, and assign entries to proper accounts and maintaining accounting controls by preparing and recommending policies and procedures
- Checking of payroll, vacation settlement and end service benefits.
- Computation of monthly GOSI and making the payment on time

Highlights:

- Played a key role in reducing debtors collection period in BISCAT in order to maintain favourable cash flow.
- Performed revenue recognition, analysis and forecasting that improved the company's reporting system by over 30%, by implementing correct authoritative literature

Feb' 2010 – Dec' 2012 with JDC Traders Ltd. New Delhi New Delhi, India as Accounts Executive

Oct' 2008–Nov' 2009 with R.B. Thakur & Co., Patna, India as cost Trainee

Highlight:

- Bagged Best employee award in 2015.
- Bagged performance increment within six months for outstanding contribution
- Initiated strategic revenue planning and forecasting on a forecasting team for gross revenue, net revenue, and gross margin

Education

- ▶ **MBA Finance** from AISECT University, Hazaribagh India, 2021
- ▶ **ICMAI Inter** from the Institute of Cost Accountant of India, New Delhi, 2011
- ▶ **Bachelors of Commerce (Honors)** from Nalanda Open University, Patna in 2005
- ▶ **Intermediate of Commerce** from G.D. College Begusarai, BIEC in 1998
- ▶ **Secondary school** from S.S.R.R High School Rajaura, BSEB in 1996

IT Skills

- ▶ Microsoft Dynamic AX.
- ▶ Oracle ERP FICO/Tally ERP/Focus. Qick Books.
- ▶ Microsoft Office (MS Excel, MS Word, and MS PowerPoint)
- ▶ Certificate in Accounting and Finance from First Computer, New Delhi.
- ▶ Certificate in Information Technology from NIIT, Patna

Personal Details

Date of Birth: 15th December 1981 || **Languages Known:** Hindi, Urdu & English || **Passport:** L9324694 || **No. of Dependents:** 2 || **Marital Status:** Married || **Visa Status:** Visit Visa || **Nationality:** Indian || **Valid Driving License:** India & KSA || **Address:** Flat-53, Al Banna Plaza, Al Majaz-2, Sharjah, UAE ||