

Mobile. # 00971 505102750 Whatsapp # 0092 -312-3853001 Email: akbartahir0007@gmail.com <u>akb.92@yahoo.com</u> Add: Al Karama Bur Dubai

Personal information: Name: Akbar Tahir Father Name: Mukhtar Hussain UAE LTV valid Driving License Visa Status: Employment visa

# AKBAR TAHIR

Sr. Accountant

## **OBJECTIV:**

To secure a position in a dynamic and progressive organization that offers versatile opportunities for comprehensive career building, growth and skill development in a challenging and innovative environment with an objective to constructively contribute towards the goals of the organization and to proficiently apply my knowledge, skills and abilities which I have gained through my education and work experience.

### **CAREER SUMMARY:**

- Over All 16 year experience in UAE. Accounts receivable and credit collections as well as cash collection.
- Skilled in gathering, compiling, and maintaining basic credit information including customer sales.
- > In-depth knowledge of handling payment arrangements for customers
- Self-motivated with the ability to interface well with internal and external customers
- Proven record of contacting customers about delinquent payments and preparing reports reflecting class of credit and collection activity
- Demonstrated ability to exercise independent judgment in obtaining payments
- Documented success during 9 years of progressive experience and responsibility
- Substantial knowledge of responding to a high volume of phone calls.
- Ability to multi-task and prioritize

### SKILLS:

- Excellent administration, and organizational skills and the ability to work under pressure
- > Professional who is proactive and enjoys a busy environment
- Good computer skills (Microsoft Office Applications; Microsoft Outlook.
  Oracle 12 E Business suits) ERP and very good communication skills
- Ability to work on long extended hours and to travel when needed

### WORK EXPERIENCE:

Position: Company: Period:	<b>Sr. Accountant</b> North zone Super market Jan 2022 to still	North
	<b>Sr.Accountant</b> Symbiosis International Distributor, ultry & Livestock Medicine, Hyderabad,	ST
Pakistan Period: Feb,	2020 – 31-July-2020	
Position:	Accounts Receivable	THE SECOND

**Company:** Al Jadeed Bakery LLC, Dubai **Period:** Jan, 2016 – 15 May, 2018

#### Job Responsibilities:

- To Ensure collection of all customers payments and Negotiating re-payment plans
- Maintaining contact with clients to Resolve queries both internally and externally on outstanding invoices.
- Strong follow-up Customer with Debt Collectors for collection from the customers due amounts, and provided of the Statement of Accounts then update.
- Finalization of the new and existing contracts.
- SOA and time to time and provided summary to management.
- Issuance of the Credit Notes and Debit Notes to the customers as per the requirements.
- Updating Aging Report as per Account Ledger

#### Position: Accounts Receivable

Company: Al Jadeed Bakery LLC, Dubai

Period: April, 2013 – Dec-2015

Job Responsibilities:

- Posts customer payments by recording cash & Credit
- Posting and allocating daily receipts to accounting systems.
- Posts revenues by verifying and entering transactions form system and local deposits.
- Updates receivables unpaid invoices. Maintain records by posting invoices and verify validity of account by obtaining information from sales and Customer.
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact. Summarizes receivables by maintaining invoice accounts record.
- Updates job knowledge by participating in educational opportunities.
- Monitoring & reconciliations of accounts.
- Try to achieve monthly collection goals. with set by management
- Highlight discrepancies in receivable and send for approval of management with supporting Documents.
- Keeping update aging report.
- Depositing all cash and received cheques into the company account.
- Preparing monthly revenue report.
- Timely collections of outstanding from debts clients.
- Coordinate with customers to negotiate right payment plans.

### Position: Accountant Payables

Company: Al Jadeed Bakery Dubai Period: June 2011 – March 2013 Job Responsibilities:



- Preparation of all kind of daily, weekly ,monthly ,yearly Management Analysis
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analysing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; reconciling entries.
- Receive and verify invoices and incorporate in the system for goods Sales, Sales Return and wastage invoices and reconciliation on daily bases

- Monitoring the monthly salesmen cash collections at the month's end.
- Monthly, quarterly and annually discount analysis reports.
- Finalization of the out-door salesmen's final outstanding balance statements Perform monthly closing of sales accounts and forward to the finance accounts department.
- Checking & monitoring the day-to-day transactions in sales accounts. Data enter payment voucher.
- Check and verification petty cash.

#### **Qualifications:**

B.Com from University of Sindh- year 2005

Intermediate from BISE Hyderabad – year 2003

Matriculation from BISE Hyderabad – year 2001

**Reference:** will be furnished on demand.