

RESUME

ASIF HUSAIN KAZI

Contact UAE: 0555284863

Email: asifkoman786@gmail.com

Driving license: Valid Oman License

Currently Available In UAE

Ready to Join Immediately

Visit Visa & Passport No.: V3998069

LinkedIn: <https://www.linkedin.com/in/asif-kazi-ab1b7b275>



Career Objective

Seeking a challenging creative role to work in the field of Admin /Operations
Successful accounting oversee financial records and report important information to decision- Accounts and implement, Expertise, gained for developing, growth of your organization. Able to prioritize and handle multiple-task simultaneously.
Fast learner with a keen interest in expanding my current skill set with new Technologies

Professional Summary

Multilingual professional with 20+ years **Oman experience** in Accounting & finance. Team player, target oriented, committed to delivering results and contributing to the growth of organization. A dedicated, organized and committed professional who can perform management functions in a pressurized work environment.
Working experience of SAP oriented accounting system as well as Tally, My Com & Zoho.

Key Skills

Accounting Software proficiency, Administration tool, Financial Analysis. Standards of accounting, knowledge of regulatory standards, prioritizing, attention to details.
Led annual budget preparation, performed departmental and account variances, and managed the standard costing globally.

Computer Skills

- Enterprise resource planning (ERP) software (SAP, Tally, My Com).
- Microsoft Word, Excel, and Power Point proficiency

Qualification

- Commerce graduate from Mumbai University, and my special subjects were financial accounting, Management, and auditing & Economics.

Professional Experience

IRAZ Real Estate Development-Al Quoz-UAE.

As an Senior Accountant: (Dec 2024-Feb 2025).

Job Responsibilities:

Preparing daily sales report, sales order, raising invoices, customer/supplier accounts reco, payment collection & receipt posting, payment to vendors, petty cash, utilities expenses, rent and payrolls, weekly, monthly, quarterly closing entries. MIS like Income statement balancesheet, cashflow, coordinating to budget, cost control preparation. Assist in Vat and Tax compliance, participate in External Audit process as per company regulations.

Al Toobi New Enterprises. Restaurants, cafés & Dry clean chains-Oman

As an Account Manager: (March 2021-Aug 2024).

Job Responsibilities:

Daily sales report submission to Management, daily cash collection receipts cross checking with bank entries. Bank, intercompany reco, posting charges/commission entries, interest on loans and advances & petty cash expenses. Handling entire Cash-In Hand process like petty cash and other cash advances paid to staff, Handle Receivable and Payable sections accounting entries and PDC's issued. Reconciliation of supplier's statement and credit customer's account. Income statement, balance sheet, cash flow statement preparation, MIS, debtors/creditors ageing report, assist in budget preparation and monthly, quarterly, early closing entries in time, preparing schedules for prepaid and outstanding expenses. Quarterly Vat filing. Participation to conduct the yearly Statutory Audit up-to finalization by preparing required financial schedules of accounts and tabular form details.

Oman Trading Establishment. (OTE Group of Companies)-Oman
As an Assistant Manager in Accounts. (Dec 2010- October 2020).

Job Responsibilities:

Reconciling of customers/suppliers account and making follow ups of payments from both the sides. Bank/Group company's reconciliations and posting unaccounted entries in ledgers like bank charges/commission entries, interest on loans and advances.

Handling Forex deals and accounting LC/LTR/Acceptance documents. Handling Credit cards and POS machine disputes in entire group.

Preparing schedules for prepaid and outstanding expenses.

Prepare and submit monthly MIS report to the management.

Assisting and conducting audits to ensure financial accuracy and regulatory compliance

Establish and build strong working relationships with business leaders at all levels

M/S Souq Technia LLC (OTE Group of Companies) Al Khuwair Oman.
Senior Accountant. (Oct 2006 to Nov-2010).

Job Responsibilities:

Cash & credit customer's invoices matching on daily basis with payment received,
Handling Bills payable & receivable.

Invoicing and booking the vendor invoices MIRO and issuing payment cheques against due bills/invoices. Handling petty cash & posting entries for the same. Bank/intercompany reconciliation on every month basis.

Preparing all types of vouchers/JV's, Inventory checking.

Preparation of auditing documents and providing to auditor up-to completion of Audit final report.

M/S D.K & Company. Oman.
Senior accountant. (Nov 2002 - Sep 2006).

Job Responsibilities:

Handling debtors & creditors (Reconciling of suppliers and customer account and making follow-ups of receivables and preparing the due payments sheet).

Prepare all types of Vouchers/JV's. Bank reconciliation. Maintain sales/purchase journals.

Preparation of auditing documents and providing to auditor up to completion of Audit final report

M/S AICMEUS JR Career Centre. Mumbai. Accountant. (Nov 2001 to Sep 2002).

Job Responsibilities:

Preparing statement of accounts, journalized entries, handles cash & maintained all types of subsidiary books i.e., Cash Book.

All ledgers & Petty Cash Book.

Preparing month wise income and expenditure statement.

Maintaining Pay Roll of the employees.

M/S V.K Relekar & CO – (CA firm) Chiplun. Maharashtra-INDIA.

Account Assistants. (May 1999 - Sep 2001).

Job Responsibilities:

Coordinating with Accountant and Audit Assistance.

Writing of all types of Accounts books.

Prepare final accounts, visiting to various client's offices for Audit checking to verifies the postings from subsidiary books of accounts to the ledgers.

Personal details

Date of Birth : 01/01/1975.
Gender : Male
Marital status : Married.
Driving license : Valid Oman License

Passport Details:

Passport No : V-3998069
Date of Issue : 15/02/2022
Date of Expiry : 14/02/2032
Nationality : Indian.
Language : English, Arabic, Hindi, Marathi & Urdu.

Declaration

I, hereby declare that all the information given above is true and correct to the best of my knowledge and belief.

ASIF HUSAIN KAZI