

CURRICULUM VITAE



SYED SHAH MUHAMMAD QADRI

Accountant

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Career Objective

- To obtain challenging position in a reputed organization which offers growth and opportunity to utilize and expand my experience & technical skills for the development of the company in the world of any challenging field for any suitable work.

Professional Experience

2017 – 2020 **Lorem For Trading Est. (Sub Division of IHC Insurance House Co.) Riyadh**
Accountant

- Preparation of Payment Vouchers, Receipt Vouchers Journal Vouchers etc.
- Preparation of cheques, Payables & Outstanding Statements.
- Suppliers & Customers Reconciliation.
- Maintains efficient & confidential filing system and ensures strict confidentiality of financial records.
- Maintains petty cash account & verifies day-to-day transactions.
- Generate financial reports and statements as required by management.
- Excellent command over MS-office & computerized accountancy.

2010 – 2017 **Arab Builders for Telecom & Security Services** **Riyadh**
Accountant

- Preparation of Payment Vouchers, Receipt Vouchers Journal Vouchers etc.
- Preparation of cheques, Payables & Outstanding Statements.
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- Excellent command over MS-office & computerized accountancy.

2007 – 2009 **Amreet Industries FZE (Jebel Ali Free zone)** **Dubai**
Accounts Assistant

- Preparation of Journal vouchers for all expenses.
- Preparation of Reconciliation Statements like BRS & etc.
- Maintains Day Book with handling of Cash and Bank.
- Submitting of Monthly Financial Report i.e., Receipts and Payments Account, Income & Expenditure Account, Bank Reconciliation Statements and Cash Flow and Funds Flow Statements.
- Follow up Accounts Receivables & Payables

2005 – 2007 **Zeal General Trading** **Dubai**
Accounts Data Entry

- Data Entry work of Accounts, Incoming & Outgoing stock.
- Handled customer support inquiries & procurement with vendors.
- Handled all types of work.
- Worked under pressure, arranged meetings & discussions.