



SYED AMEERUDDIN

ACCOUNTANT / ADMIN

Phone +966 531931958

syed.ameeruddin501@gmail.com

PERSONAL DETAILS

Gender : Male
Religion : Islam
Marital Status : Married
Nationality : Indian
Languages : English, Hindi, Arabia & Urdu
Visa Type : IQAMA Transferable

Key Skills

Financial Accounting, Reporting & Control

Budgeting & Cost Control

Accounts Payable & Receivable

Bank and Cash Reconciliation

Payment & Settlement

Financial Statement Analysis

Financial & Business Acumen

Internal Audit & Compliance

Invoicing & Petty Cash Management

CURRICULUM VITAE

PROFESSIONAL SUMMARY

Detail-oriented Accountant with expertise in the Construction, Real Estate, and Contracting sectors. Specializing in financial reporting, budgeting, and cost control. Proven ability to manage project finances and ensure compliance with regulatory requirements, contributing to enhanced profitability and operational efficiency.

Work History

- 2024-2026 **GAS EQUIPMENT & CONTRACTING COMPANY (GECE), RIYADH -KSA**
Worked as an Accountant |Accounts Payable & Accounts Receivable
- 2015-2024 **ARABIAN CONSTRUCTION COMPANY (ACC) |Dubai, UAE**
Worked as Senior Accountant |Accounts Payable & Accounts Receivable
- 2001-2015 **APARNA CONSTRUCTIONS AND ESTATES PVT LTD - INDIA**
Worked as Senior Accountant | Accountant |Accounts Assistant

Key Responsibilities include:

- Monitor the day-to-day financial operations within the company.
- Manage and record daily financial transactions and accounting entries.
- Maintain accurate company financial records and accounting documents.
- Prepare financial reports and statements on a regular basis.
- Handle accounts payable and accounts receivable processes.
- Review and process invoices, payments, and financial documents.
- Monitor the company's expenses and create ways to reduce costs.
- Perform bank reconciliations and account verification.
- Oversee the processing of invoices, payments, and collections to maintain cash-flow
- Assist in preparing balance sheets and financial summaries.
- Maintain well-organized accounting files and documentation.
- Monitor company expenses and ensure accurate financial tracking.
- Assist in preparing documents needed for audits and financial reviews.
- Work with other departments to ensure accurate financial reporting and budgeting.
- Prepare and submit accurate VAT and Zakat declarations to the relevant authorities on time.
- Maintain proper documentation for all transactions related to Zakat and taxes to ensure transparency.

ACADEMIA

Master of Finance & Accounting (M.F.A), Kakatiya University, 67%

Bachelor of Business Management (B.B.M), Kakatiya University, 63%

(All Certificates attested from Indian - HRD & MEA and UAE - MOFAIC) / **As equivalent to the SOCPA Certification.**

Computer Skills

Proficient in Excel, word & PowerPoint & Exposure in CRM & ERP

Packages. **PGDCA** : Post Graduate Diploma in Computer Application