



SYED IBRAHIM HUSSAIN

(Accountant)

CONTACT

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Address : Dibba-Al-Fujairah , UAE

ADDITIONAL SKILLS

- M.S Office.
- Well versed in Quick Books, Tally ERP,Focus & Peachtree.
- Working Knowledge in all accounting related software's

PROFESSIONAL SUMMARY

Bachelor of Commerce graduate with one year of professional experience as a Junior Accountant in Hyderabad, India, where I handled vendor and customer invoices, accounts receivable, petty cash maintenance, daily cash and cheque deposits, inventory verification, aging analysis, and preparation of basic financial reports. Currently working in Dibba Al Fujairah (UAE) as a Sales & Accounting Assistant, responsible for customer billing, daily sales recording, and, cash handling, stock updates, and coordinating selling prices with management. Skilled in Tally, QuickBooks, Peachtree, and MS Office. Looking for an Accounting Assistant or Accountant opportunity in the UAE to further develop skills in reconciliations, VAT basics, and routine finance operations.

CORE COMPETENCIES

Accounts Receivable	MIS Reporting	Finacial Statements
Accounts Payable	Job Costing	Reconciliations
Value Added Tax (VAT)	Inventory Management	Financial Analysis
Payroll Process		

PROFESSIONAL EXPERIENCE

Accountant

Private Trading Company

(Dibba Al Fujairah , UAE) - Present

Oct 2025

- Recording daily sales, purchases, and expenses.
- Handling cash and maintaining daily cash records.
- Managing Accounts Payable, including vendor invoices and purchase bills.
- Preparing customer invoices and keeping proper filing of all documents.
- Updating stock records and monitoring item movement.
- Coordinating selling prices with the owner/management and updating price lists.
- Preparing daily and weekly sales summaries for management review.
- Ensuring accuracy of all recorded accounting entries.

Junior Accountant

Rex Automotive Company,

(Hyd / India)

Nov 2023 - Nov 2024

- Preparation of Vendors & Customers Invoices.
- Accurately entering customers account in the system for the A/R function.
- Follow up daily cash activities to keep expenses in check on monthly basis.
- Prepare cash and cheque deposit slip and sent it to the Bank on daily basis.
- Maintaining Inventory Management (Conducting monthly ,physical stock verification).
- Preparation of PowerPoint Presentation.
- Maintenance of Petty cash, Aging Analysis of Debtors & Creditors.
- Financial Statements Analysis.
- Preparation of all financial reports

EDUCATION DETAILS

Bachelor of Commerce

(Osmania University / Hyd, India)

Jan 2020 - Jun 2023

PERSONAL DETAILS

- Full Name : Syed Ibrahim Hussain
- Nationality : India
- Contact : +971544770510
- Visa Validity : Till December 2025
- Date of Birth : 09-April-2002
- Languages Known : English , Hindi