



**SYED ILIYAS**  
SENIOR ACCOUNTANT

✉ vdmiliyas@hotmail.com

👤 050 3767266

🏠 Deira Dubai

📍 DUBAI

## WORK EXPERIENCE

**Professional Experience: Senior Accountant**  
**Asera Vision Contracting LLC Deira Dubai. U.A.E.FEB-2023 -Present**

- Preparation Account receivable & Account payable
- Preparing the VAT Return filing
- Processing of Invoices and debit notes
- Bank reconciliation prepare monthly wise
- Supplier payment process on due date
- Suppliers Preparation month all statement of accounts
- Maintain meticulous records of outstanding payables
- Practice effective monitoring to ensure payments are made to vendors in a timely manner
- Processing accounts and incoming payments in compliance with financial policies and procedures
- Provide other clerical support necessary to pay the obligations of the organization

**Professional Experience: Accountant**  
**Anchor Global Vision General Trading LLC**  
**Business bay Dubai. U.A.E- Mar-2020-Dec-2022**

- Preparation daily expenses & and payment update.
- Processing of Sales and purchased' Report daily
- Preparing the VAT Return filing
- Processing of Invoices and debit notes
- Preparation DO order to stock
- Customers LPO following order to send them
- Bank reconciliation prepare monthly wise
- Manage the day-to-day Petty Cash system In Quick books
- processing of payroll & labor Wages & daily attendance sheet

**Professional Experience: Accountant**  
**Al Bayan packaging Industry LL- Aug- 2018-Jan-2020**  
**UmmAl Thuoob, Umm Al Quwain U.A.E.**

- Preparation daily funds flow update.
- Processing of Sales and purchased' Report daily
- Preparing the VAT Return filing
- Processing of Invoices and debit notes.Preparation daily check pending list & receiving payment update
- Monthly sending to customer SOA
- Preparing bank reconciliation monthly.
- Salary transfer to Bank and WPS
- Processing online payment customer & thru bank
- Preparing customer commission
- Preparing profit and loss accounts monthly
- Revenue recognition and reconciliation.
- Manage the day-to-day Petty Cash system In Quick books
- processing of payroll & labor Wages & daily attendance sheet

**Professional Experience: Accountant**  
**Al Obaidli Al Zarooni Adv & legal consultants Sep- 2013–Jan-2017**  
**Dubai. U.A.E.**

- ♦ **Complete responsibility for high-volume billing functions for firm, including**
- ♦ **Managing client trust accounts, including bank reconciliations in tall**
- ♦ **Processing all expense report reimbursements**
- ♦ **Processing demand checks for all court filings**
- ♦ **Various projects for partners of firm including research and spreadsheets Preparing daily petty cash & main cash entry in tally software**
- ♦ **Preparing Debtors, Creditors outstanding statements.**
- ♦ **Preparing for WPS salary for all staff – Maintaining in tally**
- ♦ **Sending Monthly Reports to manager**
- ♦ **Preparing financial report sending to manager.**

**Professional Experience: Accountant Assist.& Accounts payabl**  
**"Destinations of the world"-May 2005 -July- 2013**  
**Travel and Tourism L.L.C Dubai. U.A.E**

- ♦ **Calculating and issuing pay by cash, cheque or electronic transfer**
- ♦ **Deducting tax and national insurance payments**
- ♦ **Calculating overtime, shift payments and pay increases**
- ♦ **Maintaining accounts books–Cash Books, Bank Books, Sales Book, and Purchase Books.**
- ♦ **Journal books & Ledgers.**
- ♦ **Preparing Debtors, Creditors outstanding statements.**
- ♦ **Sending Monthly Reports to supervisor.**



## EDUCATION HISTORY

**Master of Commerce (M.Com) from Annamalai University, India 2000 – 2002**  
**Bachelor of Commerce (B.Com) from Madras University, India 1996 – 1999**



## CERTIFICATIONS

**Certificate in accounting concepts (C.A.C.) from Soft world computer,**  
**Virudhachalam, India, June 2018- Aug- 2018.**

**Diploma in Computer Application (D.C.A) from Aptech Centre, Virudhachalam, India -2000- 2001**

## Professional Qualifications / Skills

**Languages: English | Hindi | Tamil | Malayalam | Urdu**

**Computer Skills Microsoft Office on Windows Operating Systems, Tally ERP 9, @ Quick books, Focus. & VAT Training Certificate.**

**Software, Ms-Excel & Ms-Word, Outlook Express and Micro Soft Outlook.**

## Personal Information

**Date of Birth | 25th June 1976**

**Nationality | India**

**Visa Status | Employment visa with Tranf.**

**Status | Married**



