



Abdul Moiz Khan

SAP (FICO)

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Dubai, Dubai, United Arab Emirates

ABOUT ME

I am a skilled accountant with a Bachelor's degree in Commerce and 12 years of professional experience, including 7 years in the UAE and 5 years in India. I specialize in accounts payable and receivable management and am proficient in ERP systems such as SAP B1, Peachtree, Tally, Sage, and ACCPAC, ensuring accurate and efficient financial operations.

EDUCATION

B. Com (Bachelor of Commerce)

Osmania University / 2005

Bachelor of commerce

Osmania University / Hyderabad / 2005

SKILLS

SAP Business one (FICO)

Oracle Financial Functional Consultant

ERP

WORK EXPERIENCE

Accounts Payable

Amazon India / Jul 2020 - May 2025

- Managed on-road driver support, focusing on payment-related issues such as unpaid earnings, toll deductions, and reimbursement requests.
- Resolved driver payment discrepancies promptly through chat and email communication channels, ensuring timely and accurate disbursements.
- Handled reimbursement eligibility cases, verified claims, and processed payments efficiently.
- Maintained a high level of accuracy and empathy while supporting delivery drivers to enhance their experience with Amazon's logistics operations.
- Salary/Payment: Paid per delivery OR fixed daily/weekly payment, depending on company policy.
- Fuel & Toll Charges: Sometimes covered by the company or reimbursed - income.
- Other Payments: Parking fees or tolls paid during delivery trips.
- Penalties/Fines: Any traffic fines or penalties were paid by the driver (unless the company covered them some companies deduct them from salary).

General Ledger Accountant

Neuro Spinal Hospital Dubai / Sep 2015 - Oct 2017

- Making staff payable reconciliation every month and passing necessary entries.
- Making bank reconciliation monthly.
- Making salary advance reconciliation every month and passing necessary entries.
- Preparing prepaid rent schedule for rent and charging monthly.
- Preparing depreciation calculation and passing Journal entries.
- Posting petty cash entries & reconciling it.
- Preparing Dewa & Etisalat statements monthly for payment.
- Opening new GL accounts for staff, suppliers etc.
- Depositing Cheque from customer and others.
- Passing cash collection entries in the system.
- Passing Credit card entries and reconciling it.
- Other duties: Accounts payable: Making supplier payments as per their statements & Reconciling it.
- Making PDC Cheques for prepaid rent etc.
- Making advance payment to suppliers.
- Booking utilities & services invoices monthly basis.
- Reconciling suppliers balance confirmation whenever they need.
- Allocating advance payment to invoices and posting.
- Opening vendor accounts and others.
- Posting monthly invoices for pharmacy and main stores.

MS-Office

Data Base Management
System

Accounting Packages

LANGUAGE

English

PERSONAL DETAILS

Date of birth

05 Aug 1982

Nationality

Indian

Visa status

Visit visa expiring on 29th
September

Marital status

Married

COURSES

Diploma in Computer Application (DCA)

SISI Institute

Diploma in Accounting Packages

SISI Institute

Accounts Payable Accountant

Lifeline Hospital LLC Dubai / Dec 2010 - Apr 2014

- Maintaining general ledger, including preparing general entries, coding invoices, accounts analysis and reconciliation, closing books monthly, setting up new accounts.
- Disbursement of payment to Supplier after checking all purchase invoices as per outstanding statements.
- Making sure accuracy, integrity & quality of all Payments made to supplies properly.
- Making sure approved payments are released as per agreed payment terms and all supporting documents are in compliance with company policies & procedures and approved by CFO.
- Preparing PDC & CDC cheques to suppliers.
- Preparing annual rent cheques for real estate companies.
- Meeting with suppliers and solving their problems.
- Making payment for fixed assets purchased and keeping records.
- Preparing cheques for maintenance companies for the services rendered.
- Making final settlement Cheque.
- Preparation of statement of account (SOA) for customer in coordination with credit control department to reconcile discrepancies and ensure timely processing of refunds as requested.
- Preparation of supplier reconciliation at the end of the year.

Accountant

Glasgow Technical Services LLC / Mar 2010 - Nov 2010

- Maintain general ledger, including preparing general entries, coding invoices, accounts analysis and reconciliation, closing books monthly, setting up new accounts.
- Preparation of Cash Book, Ledgers, Trial Balance, Profit & Loss A/c and Balance Sheet.
- Prepare monthly financial statements including monthly balance sheet, income statement, report on changes in financial position.
- Verify accounts payable duties such as all invoices for payment; ensure expenditures are charged to appropriate accounts.
- Preparation of salary statement at the end of every month for the whole staff.
- Preparation of labor salary according to time sheet.
- Disbursement of payment to Supplier after checking all purchase invoices as per outstanding statements.
- Assisting in the Documentation & Monitoring of Internal Control.
- Performing other tasks that may be assigned from time to time.
- Reconciles Financial Discrepancies by collecting and analyzing account information.
- Assisting the external auditors at year-end closing that includes preparation of schedules, invoices and explaining supporting materials and procedures.

Accountant cum Purchaser

Al Mamzar Contracting LLC Dubai UAE / Dec 2006 - Feb 2009

- Maintain general ledger, including preparing general entries, coding invoices, accounts analysis and reconciliation, closing books monthly, setting up new accounts.
- Preparation Bank Reconciliation Statement for three banks manually and computerized.

- Preparation of salary statement at the end of every month for the whole staff.
- Preparation of labor salary according to time sheet.
- Perform verifying accounts payable duties such as all invoices for payment; ensure expenditures are charged to appropriate accounts.
- Update records for fixed assets and all other financial documents as necessary.
- Entering Purchase invoices and keeping records up to date.
- Prepare the LPO & Progress the purchase orders and follow-ups on deliveries.
- Disbursement of payment to Supplier after checking all purchase invoices as per outstanding statements.
- Assist the external auditors at year-end including preparation of schedules, invoices and explaining supporting materials and procedures.