**Curriculum Vitae**

**ABDULLA**

**Employment Visa (Valid up to Jan 25, 2018)**

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I am an experienced Accountant currently seeking a new opportunity in which I could demonstrate my vast skills and knowledge in accountancy. Further I am a fast learner who continuously strives to expand my knowledge and contribute to company’s growth.

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**Experience : 2017 – Dill date…**

**Company : Capital Precast Contracting LLC**

**Place : Dubai, UAE**

**Designation : Accountant General**

**Experience : 2006 – 2012(6years)**

**Company : ETA Star International LLC**

**Place : Dubai, UAE**

**Designation : Accountant**

Previous company short profile

* This company services Construction and Power cable Project company
* The period of(2006 to 2012) our company projects are well going on three countries of UAE, Qatar, Angola( South Africa)
* Powercable projects our contract with Dubai Electricity and Water Authority(Dewa)
* Our concern total employees 2900
* UAE labours 1100 and Staffs 100
* Qatar labours600 and staffs 50
* Angola labours 1000 and staffs 50
* UAE (Abu Dhabi - Power plant, Dubai – Constructions, power cables 12 places
* Qatar(Qatar Electricity & Water Authority)and construction 8 places – 5 years contract)
* South Africa - Angola ( Cement power plant on government projects6 years contracts still going on)

**Experience**

* Worked in accounting department of various industries including Power cable substation work, construction and infrastructure projects(Dubai, Abu Dhabi, AlAin, Qatar, Angola)
* Has a vast experience in posting entries of Insurance and supplier invoice including multi-currency invoices, payment, cash, bank, staff and worker attendance put in SAP environment (SAP)
* Had also involved in maintenance of all invoices and verification of the entries in SAP with the manual books.
* Had demonstrated skills of multi-tasking by handling more than hundred supplier invoices in a day including the work of making a bank payment, creating a cash invoice, and posting entries in SAP.
* Obtained skills of maintaining accounts payable, creditor balance confirmation, creditor’s reconciliation, adjusting invoices and credit notes adjustments.
* Performed payroll functions including maintaining a real time record for advance salary and posting the entries for it.
* Had took the responsibility of handling small petty cash expenses and maintained records for small expenses like site material, worker’s refreshment, government office payment and first aid.
* Ensured that all the payment and invoices are paid only after proper approval from the accounts manager. Facilitated the company’s supplier in payment on a monthly basis though cheque, cash, telex transfer, demand draft and post-dated cheque
* Preparing parties payments, employee’s monthly salary( Payroll), Bank reconciliation supplier’s invoice reconciliation and auditing supporting work the period of year end work.

**Accounts Payable (SAP)**

* Supplier invoices received after manual booking and checking of all invoices.
* Handling Invoice inventory Entries.
* Handling Double Currency Invoices Booking and entries, USD, QAR, EURO and AED currencies.
* Maintenance of Accounts Payable Accounts.
* Reconciliation of Parties Balance confirmation
* Receive and Adjust invoices and Credit notes.
* Prepare Invoices for Dubai and Doha manual book and entered in system.Checking of approval in Timesheets, Invoice Numbers, and Delivery Notes etc.
* Sending and Adjusting Credit Note against Material Return

**Payments (SAP)**

* Preparing computerized parities (vendor) cheques against invoice payment
* Preparing Manual cheques and make partial payments.
* Preparing Current dated, PDC and Advance Cheques.
* Payment through Telex Transfer and TR preparing.(USD,QAR,EURO, AED currency)

**System Entries (SAP and Orbit)**

* Daily manual accounts booked and handled the entries are Purchase bills, Cash vouchers, Invoices, Bank payments, Labours wages card Orbit), Staff attendance, Double currency entry also.
* Answering reply mails and preparing correspondent letters and manual cheques
* Minimum per day 200 entries including all type of entries entered in system
* Invoices entry on Daily basis, (Dubai, Abu Dhabi, Doha, and Angola (South Africa) Projects.
* Double currency invoice entries (USD, QAR, INR, KWZ and EURO)
* Prepare Bank Payment, Telex Transfers and Demand Draft Entries.
* Daily Cash Transactions Entry and Staff / Workers Salary entries

**Payrolls (Orbits)**

* Salary time 1100 labours wages cards Basic salary, Over time hours, leave over time hours entered in system
* Maintain every employees advances personal loan, marriage loan, traffic fine, document expenses deducted on his individual account at payroll time.
* Entry of attendance checked for Staffs/Workers in system print out of every month
* Recovery of HRA, Emergency loan, Advance salary and Drivers Traffic fines and other deductions on regular basis.
* Somebody missing the attendance Preparing Manual Cash Voucher for partial salary
* Regular follow-up for Site imprest and suspense vouchers clearance
* Handling Daily petty Cash, site expense and claiming vouchers
* Regular Filing and Maintenance of all files.
* Prepare Payroll Amounts on the basis of Attendance

**Experience** : **2013 – 2014 (1 year)**

**Company : NZ Restaurant**

**Place : Kuala Lumpur, Malaysia**

**Designation : Accountant, Cashier and Stock Admin**

* Responsible of suppliers payments, bank recantation, payroll, handle petty cash and part of restaurant cashier.
* Had demonstrated skills in multiple follow-up with the suppliers on their invoices and facilitated active payments.
* Performed stock audit on First-in-First-out (FIFO) basis and posted the accounting entries for the same.
* Facilitated external auditor in the company’s statutory stock audit.
* Demonstrated skills in preparing and handling various report including as monthly food-items reconciliation report, weekly & daily stock report.
* Has a vast experience in preparing a GRN from the delivery note.
* Had also prepared costing reports like daily, monthly, yearly production cost report, annual stock report
* Had performed and maintained the payroll services for the employees
* Had ensured that minimum petty cash is maintained in the company by forecasting the most appropriate emergency expenses.

**Experience : 2014 to 2017(3 years)**

**Company : JaisshaBanian Distributors**

**Place : Tirunelveli, Tamil Nadu,India**

**Designation : Accounts cum Admin**

* Demonstrated accounting skills and have an expertise in preparation and handling of various statement like statement of drawing, and material approval, contractor’s approval, method of statements and contractors
* Coordinated accounts department with material dressing designer and design department for various documentation purposes.
* Have effectively prepared internal letters, transmittals, reports and other management /accountant documents.
* Established a good rapport with all my seniors, sub-ordinates, clients, suppliers and sub-contractors.
* And due to all payments, cash, bank, and payroll details submitted to accounts manager
* Was responsible for Maintaining important accounting registers of the company.
* Accounts payable, cashier, admin, sales billing to overall works.

**Educations**

Qualification : Master of Commerce( M Com)

Year : 2002 - 2004

University : Annamalai University, Tamil Nadu, India

**Computer Skills**

* **SAP,**Wings, Peach Tree, Tally, orbit and MS Office

**Language Skills**

* English, Hindi, Urdu, Malayalam and Tamil

**Driving License**

* Indian Light Motor Vehicle (LMV)

**Personal Details**

* Religion : Muslim
* Nationality : Indian
* Date of Birth : 14..06.1980
* Marital Status : Married

**Passport Details**

* Place of Issue : **DUBAI**
* Date of Issue : 27.03.2011
* Date of Expiry: 26.03.2021
* Visa status : Employment (Valid up to Jan 25, 2018)