##### New PP PhotoAbdul

##### Mob: C/o 0506425478

##### Dubai, UAE

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**CAREER OBJECTIVES**

To achieve organizational objectives by effective and maximum utilization of my capabilities and skills. My vision of growth envisages organizational success in association with that to the individual.

**EXPERIENCE**

1. **Arabian Explorers Tourism LLC.**

Arabian Explorers is the United Arab Emirates definitive Destination Management Company. Chaired by Mr. Yasser Nouman and led by its Managing Director Ms. Susan Joehri. Arabian Explorers offers a management team with over 10 years combined experience in the travel industry. This ensures business partners from all sectors of the travel industry receive a service, specifically tailored to their requirements

Designation  : General Accountant

### Duration : From 07.12.2012 – Till date

**WORK PROFILES**

* Auditing the bookings entered by reservation in the system previous day and matching with the hotel contract.
* Collect financial data and analyze trends
* Check the profit is gained in each booking as per the mark-up format advised by the management
* Auditing the each booking with payment voucher. If any discrepancy making note in audit report
* Making the report of loss booking and submit it to receivable department to for further action
* Test various financial documents and reports for accuracy and compliance
* Assessing control and process
* Assist Financial Controller in preparing annual budget
* Checking VAT is added for our pricing to the bookings which falls after January
* Making payment to supplier backed up with LPO and contract
* Checking with supplier if any discrepancy found in their invoice and sorting it out before making the payment
* Preparing the payment analysis to highlight the mark up
* Making the payment through cash and cheque and maintaining a cheque control book
* Checking the future date bookings. If any mistakes and amendment found, checking with the concern reservation staff to make it correct before the guest is travelling
* Checking the invoice which was sent by our reservation team to overseas agent.
* Bank Reconciliation
* Checking the excursion and safari sold locally
* Auditing the excursion voucher and confirming the collections submitted by the excursion sales people is matching with the voucher
* Checking the supplier statement and matching with the cost to make the payment.
* Handling petty cash
* Preparing Monthly Profit & Loss Account
* Assisting HR Department in Preparing Monthly Staff Salary and Staff Final Settlement
* Checking the actual receivable with bank statement
* Posting the petty cash expenses in the system and submitting the report to Finance Manager every week
* Handling group bookings. Checking the cost program prepared by our sales people and make sure that there is quoted profit for the company.
* Calculating the commission for sales team
* Checking the Agent request with the bookings entered by the reservation team
* Make sure that there is proper supplier confirmation is attached to the bookings
* Sending the Statement of Account to agent and follow up for payment weekly
* Follow up for the payment daily, weekly and monthly with local and overseas customer
* Answering the customer query
* Submitting the report sales report to finance manager timely

**EXPERIENCE**

**2. Planet Travels, Tours & Cargo LLC. Dubai, UAE.**

The Planet Group is a multimillion dollars turnover company, with offices across the Middle East and CIS, with representative offices in Europe and powered by over 1000 with a high degree of professional training and expertise. The group has been internationally recognized and awarded for its continuous drive to deliver quality services

Designation : Accountant

Duration : 01.07.2008 to 11.07.2011

**WORK PROFILES**

* Proper recording of daily business transactions
* Prepares journal entries including (fixed Asset, inventory, creditors, debtors, prepaid, accruals, bank and cash) Payables and Receivables, Payroll and issuing debit note and credit note to the related customers
* Preparation of cheques, bank deposits, transfers, receipts and payment vouchers
* Assisting to prepare various reports for Management on subsidiary companies
* Report to Group Financial Controller all matters like ageing Summary and any unfavorable information received affecting a customer’s standing so that appropriate action can be taken
* Preparing Bank Reconciliation Statements for reconciling Cash & Bank balances involving active coordination with bank authorities
* Preparing sales report and submitting to the financial controller whenever required
* Preparation & Finalization of monthly/ annual Financial Statement, comparison of actual cost with the budgeted cost, dealing and providing detail to Auditors for Audit purpose And daily, monthly statement of account and follow up for the payment
* Handle all correspondence pertaining to accounts receivable
* On daily basis the reviewed invoices sending to the related customers and copy to representative overseas
* Clarification of Debtors query by phone as well as mail
* Co-operation with internal department for the client transaction
* Assisting Auditors

**SKILLS:**

Operating Systems : MS-Dos, Windows.

Application Software's : MS-office.

Accounting Packages : Visual tour, Tally 9.1. Tour Plan

**STRONG POINTS**

Comfortable to any situations or surroundings like to make companionship and exchange views, system planning by scheduling and devoting accordingly to consummate the desired goal. Assent item work, sincerity, initiative and eager to accept challenging assignment.

**EDUCATIONAL QUALIFICATION**

Master Degree- MBA

TASAMC University of Pune, India 2006

Bachelor of Degree - B.Com -

Mangalore University of Karnataka, India in 2003

PROJECT: “A FEASIBLE STUDY ON RETAIL OUTLET FOR MANAGLORE REFINERY AND PETROCHEMICALS LTD.”

**PERSONAL INFORMATION**

Date of Birth : 01/10/1980

Marital Status : Married

Religion : Islam

Nationality : Indian

Language Known : English, Kannada, Hindi Malayalam, Tamil and Arabic

Dubai D/L

**PASSPORT DETAILS**

Place of issue : Dubai

Date of issue : 03/10/2016

Date of Expiry : 02/10/2026