

To,

The Recruitment Officer

Dear Sirs,

**Sub: Application for the post of Chief Accountant**

I am Thufail is proud to introduce myself as a talented personal with qualifications in Finance who consistently achieves results under tight schedules and operate successfully within teams. Presently working as a chief accountant in Alpha Flight Services UAE.

Seeking an opportunity to work as an integral part of corporate development team in contributing significantly to achieve performance by analyzing opportunities, presenting recommendations, and determining courses of action that would enhance business operations with positive results.

Able to learn and grasp very quickly and can adopt with ease to new facts of work or learning. Able to blend and work well with colleagues and in a team. No qualms about working hard with integrity and sincerity. Able to independently handle any work connected with my job.

If given an opportunity to me in your esteemed organization I assure you that I am able prove my skills and abilities that will suit to the position in short span of time. If you require any further information regarding me,

Looking forward to hear from you

**Thufail.230318@2freemail.com**

 **Thufail**

 **B com**



 **Finance & Accounts**

**AN OVERVIEW**

* Performance Driven with more than **11 years** of rich experience in Accounts & Finance, Payroll, Receivable & Payables.
* Hands-on experience in finance functions including maintenance & finalization of accounts
* Dynamic & proactive approach in successful organizational development initiatives

***MANAGERIAL & FUNCTIONAL SKILLS:***

• Accounts & Finance • Payroll • Audit Co-ordination

• Receivable & Payables Management • Productivity/Performance Improvement

**CORE COMPETENCIES**

***Accounting & Payroll Functions:***

* Preparing & maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms as well as ensuring smooth operations of banking process.
* Prepared and processed multi-state payrolls for over 500 employees

***Receivable / Payable Management:***

* Overseeing advance controls for advance payments & following up with purchaser, cost centre wise consumption & analysis with average consumption.
* Following up of bills receivables after invoicing to debtors and conducting ageing analysis with an aim to keep receivables under control.
* Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters.

***Auditing:***

* Coordinating in complete planning & management activities for ensuring completion of internal & statutory audits.
* Auditing periodic stock & conducting inventory consumption analysis on monthly basis
* Coordinating with auditors & finalizing the annual financial accounts.

**ORGANISATIONAL SCAN**

**Since August’07: Alpha Flight Services UAE, Sharjah, U.A.E**

**as Chief Accountant**

**Key Deliverables:**

* Devising monthly/annual financial statements.
* Keeping and monitoring checklist and ensure that all period end closing entries are taken place accurately
* Examining the purchase contracts & other support services contracts.
* Checking & authorizing all the Sales Invoices before their issuance to the customers.
* Addressing the Customer queries regarding Sales invoicing.
* Fixed Asset Management & Property Control.
* Monitoring payables & the supplier payments.
* Preparing Payroll & Addressing the Payroll queries of 500 Plus Staff.
* Preparing & Monitoring the Staff related payments & End of services benefits
* Auditing periodic stock & conducting inventory consumption analysis on monthly basis
* Coordinating with auditors & finalizing the annual financial accounts.
* Monitoring the monthly bank & cash movement including the Bank Reconciliations

 **June’03 – July’07 with Emirates Flight Catering, Dubai, U.A.E.,**

 **as Accounts Executive**

**Key Deliverables:**

* Independently handling the Account Receivables ERP Module.
* Assisting Manager (Finance & Accounts) in Finalization, Statutory Audits, and Internal Audits.
* Key member in the Finance Team for migration of Data to ERP

 **August’01 – May’03 with Abbas Ali Accounting Consultant, Kerala, India.**

 **as Accounts Executive**

**Key Deliverables:**

* Handling Purchase & Sales Registers of Various.
* Reconciliation of Debtors & Creditors Accounts.
* Ageing Analysis, Bank Reconciliation, Stock Valuation.
* Matching GI (Goods Inward) with the Invoices before payment
* Setting of Advance against Invoices before Full & Final Payment

**EDUCATION & CREDENTIALS**

**Bachelor in Commerce**  **University of Calicut, India**

**IT Forte**

**MS Office – Word, Excel and PowerPoint**

**Accounting Software - Peach Tree, Tally, Oracle Financials–Business Suit**

**PERSONAL INFORMATIONS**

Date of Birth : 27th April, 1976

Linguistic Abilities : English, Malayalam & Hindi

Driving License : *valid UAE & Indian license*

Marital Status : Married

Nationality : Indian