**JABIR**

**JABIR.279432@2freemail.com**

**GENERAL ACCOUNTANT**

**Profile Summary**

Multi talented accounting professional with 7 years of extensive experience in general ledger accounting, accounts payable cycle, receivable and Payroll in various industries like wholesale and retail, contracting. Hands on experience in preparing, consolidating, analyzing financial data, equipped with critical thinking skill and an eye-for-detail in equal measure.

**CORE COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| * Accounting Management
 | * General Ledger
 | * Financial Statements
 |
| * Accounts Payable
 | * Accounts Receivable
 | * Accounts/Bank Reconciliation
 |
| * Cash Management
 | * Cash Flow
 | * Payroll
 |
| * Letter of Credit
 | * Audit preparation
 | * Staff Management
 |

**EXPERIENCE PROFILE**

|  |  |
| --- | --- |
| **Accountant and Administrator** | 20 Jul 2014 – 15 Mar 2017 |
| Bayanat Electro Mechanical Co | Abu Dhabi, UAE |
| Prepare journal entries; complete general ledger operations; monthly closings of trial balance; reconcile and maintain balance sheet accounts; prepare analysis of accounts as requested; assist with yearend closings; administer accounts payables and receivables; assist in preparing budgets and forecasts; payroll processing and administration; monitor and resolve bank issues; account/bank reconciliations; review and process expense reports; Handling Petty Cash; assist with preparation and coordination of the audit process; Perform clerical/administrative functions; Serve as HR Officer; Logistical management; Fixed assets management. |
| **Senior Accountant** | 01 Jul 2012 – 14 Sep 2013 |
| Fresh & More Supermarkets and Hypermarkets | Abu Dhabi, UAE |
| Managed full spectrum of accounts and Back Office operations; Proper handling of financial transactions and approves transactions within designated limits; Performed timely closing of accounts and prepare both independent and consolidated financial reports; Performed finalization of group accounts; Worked with both internal and external auditors during financial audits. Review and approvals of Payables/Receivables/Bank, Intercompany reconciliations; Checking of monthly Payrolls and keeping its records. Coordinate and control on year end stock checking process and prepare stock reports; Developed and maintained various internal controls, effective accounting system and set up for new ventures. Coordinate and utilize teamwork to develop departmental synergy; Assist HR department in recruiting accounts/back office personnel; Other duties and responsibilities as assigned. |
| **Accountant** | 08 Nov 2008 – 10 Jun 2012 |
| Fathima Group of Companies | Abu Dhabi, UAE |
| Preparation of periodic accounts; Completion of month end journals, Trial Balance, prepare and submit financial reports to the chief accountant before cutoff date; assist CFO in annual closure of accounts; Margin & Sales analysis of different product items, billing/invoice control; Import/shipment costing, Inventory management; Managed Payables cycles, Receivables and General Ledger accounts; liaise with banks in respect to open & Settlement of trade finances; documentation for TR/LC and other trade finances; Coordination with both international and local suppliers for billing & settlements; Cash flow management to meet ongoing cash needs of the division.; Supervision of overall accounting transactions for billing/settlements/purchases etc of designated branches; Bank and inter-company reconciliation; Payroll and employee settlement processing;**education** |
| **B**achelor of **Com**merce *(Accounting) from University of Lucknow, India in 2004* |
| **D**iploma in **P**ractical **A**ccounting in 2004**Computer skills** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * MS Excel (Expert)
 | * Peachtree
 | * Tally
 | * QuickBooks
 | * Mycom
 | * ePromise
 |

**OTHER INFORMATION**

|  |  |  |
| --- | --- | --- |
| * Nationality: Indian
 | * DOM: 04-May-1984
 | * Languages: English, Hindi, Arabic*(working)*, Malayalam
 |