**Abdul**

**Abdul.319567@2freemail.com** **@2freemail.com**

Professional Objective

 **ACCOUNTANT**

**Executive Profile**

Looking forward to associate myself with an organization where there is potential for growth and realization of individual abilities and contribute to an organization success through my professional skills. Ability to effectively communicate, interact with executives, management and staff. Looking for a challenging opportunity with a reputable Company / Group where my skills and experience will have a valuable impact.

**Core Professional Competencies includes:-**

 ♦ Account Receivables

♦ Account Payables

♦ Inventory Management

**PROFESSIONAL EXPERIENCE:**

**NRTC DUBAI INTERNATIONAL VEGETABLE & FRUITS TRADING CO.**

Nassar Al Refaee Trading Company (NRTC) is one of the Middle East’s leading importer and exporter of fresh fruits and vegetables. Based in the United Arab Emirates and holding commands over 35 years of dedicated experience in supplying the region with the best products from all over the world. It was an **ISO 22000 2005** & **HACCP** certified company, also the recipient of numerous quality awards from the Dubai Government.

**Accountant (Dec 2012 to Feb 2016)**

* Responsible for maintaining accounts receivables and payable.
* Preparing daily activities reports and maintaining day-to-day accounting transaction & administration tasks of the office.
* Payroll preparation.
* Co ordination with auditor.
* Preparing Quotation for VIP customers like Abu Dhabi coop, Etihad airways, National Catering Services.
* Communicate with customer regarding LPO issues.
* Communicate with branch supervisors to arrange the weekly offers and seasonal promotions.
* Arrange the products whatever required from our own branches.
* Preparing Stock Delivery & Restaurants Delivery Report.
* Responsible for generating update Daily Sales Report.
* Preparing material receipt voucher.
* Getting prices from local purchase and analysis with market prices, then feed into the ERP origin rate master.

**M/S. Lucas - TVS Puducherry – India**

**Lucas - TVS** established in 1961 as a joint venture between Lucas UK and T V Sundram Iyengar & Sons (TVS), India to manufacture Automotive Electrical Systems. Lucas-TVS is the Leader in Auto Electricals in India today with 50 years experience in design and manufacturing. 4 out of 5 vehicles rolled out daily are fitted with Lucas-TVS products. **Lucas - TVS** is a TS16949 and OHSAS 18001 certified company. Lucas-TVS has bagged the Deming application price in 2004 from the Japanese Union of Scientists and Engineers (JUSE).

**Account Executive (May-2012 to November-2012)**

* Preparing Invoice, Email, Post Mail Sending And Receiving
* Raising The Local Purchase orders And Maintain Records
* Accounting The Sale And Maintain Records of Debtors
* Accounting Purchase Invoices
* Maintaining Petty Cash Register
* Assisting in Payroll preparation
* Monthly Sales Report – Salesman Wise/ Product Wise
* Dealing with Bank Activities

**Academic Achievements**

***Master of Business Administration (M.B.A)***  Madras University, Chennai – India April-2012

***Bachelor of Business Administration (B.B.A)***  Bharathidasan University, Tiruchirappali –India March-2010

**Technical Skills**

Accounting Packages **FOCUS ERP.**

Proficient in the use of: MS-Office (Word/Excel/PowerPoint/Outlook)