Curriculum

 Vitae **ARAFATH**



# E-mail: ARAFATH.330352@2freemail.com

**Date of Birth:** 2th January 1987

**Objective:** To seek a responsible and challenging position in the field of finance, which will utilise my talents and provide an opportunity for personal development while making the real contribution to the growth of the organisation an optimistic ‘never giving up ‘attitude ensure my best performance at all times and an unending desire to learn and communicate while on wok

# Untitled-2Untitled-2PROFILE

* Two year : worked in Alacrity Cargo Clearing& Shipping LLC Dubai-Jabel ali Free zone , UAE as a General Accountant& Finance Executive -February 2014 to March 2016
* Two Year : Worked in Alips Exteriors & interiors Kerala, India as an Accountant cum admin
* One year : Worked in SRM Technologies Kerala, India as an assistant Accountant
* IT skills on MS Office (MS Excel),Peachtree -sage, Tally & Account suit

**EDUCATION**

* **Completed Master of Business Administration (MBA) from Bharathiyar University,**
* **Completed Master of Commerce (M.com) from Madras University**
* **Completed Bachelor of Commerce (B.com) from University of Calicut**

**WORK EXPERIENCE**



* **Alacrity Cargo Clearing& Shipping LLC(ALACRITY FZE). Dubai, Jabel ali Free zone**

**{February 2014 to March 2016}**

 **Job Profile:**

Job profile:  **General Accountant**

* Prepares journal entries and reconciles general ledger and subsidiary
* Preparation of monthly job reports to General Manager.
* Establish &maintain cash control
* Account finalization including A/P, A/R.
* Invoice preparations, follow up accounts receivables.
* Monitor cash reserves and investment
* Preparation of budget

#### Preparation of various financial statements reports

* Maintaining Stock reports and verification.
* Petty cash disbursement.
* Prepare and keep update record of all procurement records.
* Reconciliation of Bank Statements
* Prepare audit schedule for the external auditors.
* Preparation of Monthly Progress Reports and other executive reports.
* Payroll preparation
* Performs other duties of a similar nature or level

# Untitled-2

* + **Alips Exteriors & Interiors**

 **Kerala, India.**

**{July 2011 to December 2013}**

 **Job Profile:**

Job profile: **Accountant**

* Administration and account preparation of daily report for the total out inflow
* Petty cash disbursement.
* Preparing of Invoices and Purchase orders.
* Maintaining Purchase, sales, payables and receivable.
* Invoice and delivery notes preparations, follow up accounts receivables.
* Prepare quotations and contact suppliers.
* Preparation of product price list
* Preparation of various financial statement
* Managing office system according to the prescribed standard
	+ **SRM Technologies , India**

 **Kerala, India.**

 **{June 2008 to April 2009}**

**Job Profile: Assistant Accountant**

* The posting of accruals ,prepayment s and journals
* Prepare and verify daily report
* Maintaining the general ledger

# Untitled-2CAPABILITIES

* Quick at learning new concepts and technologies and putting them to use.
* Computer Skills; Typing, MS Office and internet research.
* Sage Peachtree Accounting, Tally ERP& Account suit
* Good communication and interpersonal skills.
* Meticulous and hard working.

**LANGUAGE SKILLS**

To speak : English, Hindi, Tamil and Malayalam

 To read and write **:** English, Arabic, Hindi and Malayalam

**PERSONAL DETAILS**

* Nationality : Indian
* Religion : Muslim

**DECLARATION**

 I sincerely believe that the above mentioned facts are true to my knowledge and belief.