Abdul

[Abdul.338807@2freemail.com](mailto:Abdul.338807@2freemail.com)

**Objective**

To achieve high career growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world with My knowledge and skill will help the organization to achieve its goals. I would be a positively valued addition to the company by my experience and expertise.

**Career Summary**

Detail oriented with excellent knowledge of accounts. Possess 4+ years of experience in financial reporting, analysis, and accounting principles. I have worked as Accounts Assistant for 3+ years and worked as Credit Analyst for 1+ year. ACCA qualified and held BSc Hons. In Applied Accounting from Oxford Brookes University.

**Work experience**

Dun & Bradstreet May 2015 — October 2016

Credit Analyst

Assessing the financial history of a company to determine if they are the good candidate for a loan.

Evaluation of financial data, such as financial statements to determine the level of default risk, and preparation of a report for the bank.

Performing clients visit on behalf of banks as this adds additional value to the risk assessment of a company. Providing SWOT Analysis and reports on company financial performance on company's financial performance.

Generating financial ratio and comments using financial statements.

Al Fahad Groups December 2012 — January 2014

Accountant Assistant

Preparing invoices, statements of accounts, vouchers and other documents. Assisting in preparation of financials statements

Assisting in monthly Payroll Management.

Working closely with Auditors during the yearly audit.

Saima Trading L.L.C June 2010 — June 2012

Accountant Assistant

Managing of petty cash transactions.

Working with journals, sales & purchase ledgers and spreadsheets.

Summarizing current financial status by collecting information, preparing financials statements. Reconciliation of cash account with bank accounts and reporting to the head accountant.

Qualifications

2014 BSc Honors In Applied Accounting (Oxford Brookes University-UK)

2014 Association Of Chartered Certified Accountants (ACCA Qualified)

2013 Advanced Diploma In Accounting And Business (ACCA - UK)

**Technical Knowledge**

Tally ERP 9 (Certified)

Tally ERP Payroll (Certified)

Ms Office (Word/PowerPoint/Excel)

**PERSONAL STRENGHTS**

Punctual, patient, positive attitude, hardworking and a quick learner.

Strong communication skills, interaction, and relationship building acquired through 4+ years of work experience. Ethical and trustworthy.

Ability to work under pressure and finish work within the deadline.

**Details**

Date of birth: 24th February 1992

Nationality: Indian

Driving License: Light vehicle (UAE)

Language: English, Hind, Urdu, Arabic

Visa Status: Tourist Visa

References

**All references are available.**