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**Mr ABDUL**

**Sr ACCOUNTANT (7 YEARS)**

**Nationality: Indian**

**Email:** [**sabdul.340875@2freemail.com**](mailto:sabdul.340875@2freemail.com)

**Personal Details:**

Visa Status: Employment Place of Birth: Rasal Khaima

Date of Birth: 19/12/1987

Passport Expiry: 30/04/2023

Notice Period: 30 Days

Marital Status: Married

**Professional Qualification:**

**Certified Professional Accountant(CPA):**

From: Indian Professional Association,India

**Certified Mannual Accounting**

From: APTEC Private Institute

**Academic Qualifications:**

**M.B.A (Entry) - Specialized in Banking & Finance**

**B.Com** - Calicut University

**Plus Two -**Government of Kerala

**SSLC -**Government of Kerala

**Professional Profile:**

Extensive experience in financial reporting and analysis, budgeting, forecasting and general accounting; including full month and year-end cycle, and solid experience working with auditors, A dedicated leader, with an aptitude for developing cohesive team trough effective training and coaching, while ensuring that all deadlines are met.

**Personality:**

* Dynamic and Positive Attitude
* Strong analytical skills and rigor
* Advanced adaptive skills
* Multi-disciplinary career path
* Excellent communication with teams
* Self- starter, ability to work well autonomously
* Result Oriented
* Attention to detail and unparalleled dedication to a job well done
* Oriented towards achieving targeted objectives
* Available, effective, efficient
* Great listener

**Professional Experience:**

**Senior Accountant**

**1- CMT Technologies LLC, JUN 2015- Present (AUH)**

**2-CMT Technologies DMCC, JUN 2015- Present (DXB)**

**3-Hassan Zainal Information Est JUN 2015- Present (KSA)**

**4-Zen Diamond Jewelry JAN 2018- Present (AUH)**

**5-Ayash Advertising Company JAN 2018 - Present (AUH)**

* Perform quotation administration, review, system update rules
* Assist Operations management with administration and other requirements
* Review current policies and procedures to ensure current methods compliance
* Co-ordinate and provide all audit related queries at year-end with supported financial reconciliations
* Preparation of yearly budget and every quarter re-forecasting.net operating variance and analysis
* Preparing purchase order and issuing invoices to the clients

**Skills:**

Ability to work under pressure

Accuracy

Adaptablity

Advising People

Analyzing Data

Analysing Problems

Auditing Financial Data

Finding Missing Information

Following Instruction

**Computer Knowledge**

\* Tally ERP 9

\* Quick Books

\* Microsoft Excel

\* Microsoft Word

\* Microsoft PowerPoint

\* Photoshop Cs

* Perform payment collection on time and clearing vendor payments
* Perform cash flow statement and budgeted reports
* Preparing separately financial Statement for each company
* UAE VAT Return Filing properly

**General Accountant**

**INC Emirates Technology LLC JUN 2013- JUN 2015**

* Preparing Employees salary statement and managing WPS salary file and submission to the bank
* Preparing Monthly Income and Expenditure Report to Finance Manager
* Handling shipment and communicating with vendor for the same
* Following up with clients payment and make sure company payment on time
* Maintaining bank reconciliation and monitoring bank accounts properly
* Handling petty cash statements from all branches and clearing
* Preparing and Issuing Performance Bond and Tender Bond submission
* Reconciliation of books of accounts

**Junior Accountant**

**Jabryz Hospitality Management Services DEC 2010 -JUN 2013**

* Collecting sales and depositing
* Preparing vacation payments and end of benefits
* Managing Fixed assets and its calculations
* Booking prepaid expenses and provisions
* Managing books of accounting
* Preparing financial reports on monthly and quarterly
* Managing Opening and Closing Stock of all branches
* Communicating with employees for branch financial issue
* Making spot checking on all outlets

**Declaration**

**I hereby declare that the information given herewith is correct to my knowledge and I will be responsible for any discrepancy**

**Mr. Abdul**