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| **GAFOOR**  **GENERAL ACCOUNTANT**  **C/o-Contact:** +971 504973598  **E-Mail:** [gafoor.345085@2freemail.com](mailto:gafoor.345085@2freemail.com) |  |

**OBJECTIVE:**

Seeking senior level assignments in **Accounts & Finance** where the extensive experience will be further developed & utilized for the organization.

**Preferred Location:** Anywhere intheUnited Arab Emirates.

**PROFILE SUMMARY:**

* A competent professional with **8 plus years** of experience in **Accounts & Finance**.
* Proficient in ensuring maintenance of proper records as per the audit requirements & documentation of all high risk areas and identifying the improvement areas.

Competent in reviewing & enhancing all financial procedures and internal controls, automating & integrating financial information systems and preparing financial forecasts with coordinated budget projections.

* Skills in reviewing Balance Sheet accounts and Profit & Loss accounts at unit level; ensured integrity of all reported financial statements.
* Abilities in reviewing, investigating and correcting errors and inconsistencies in financial entries and documents that led to transparency in reporting to internal and external stakeholders.

Resourceful in managing accounts payments, reconciling the cash reconciliation report and reviewing & discussing the general ledger with employees.

A keen communicator with honed interpersonal, problem solving and analytical abilities.

**CORE COMPETENCIES:**

* Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts and financial statements in a computerized format.
* Leading the design and overhaul of the cost accounting system; attributing costs to customer and channels and effectively improving margins.
* Ensuring timely preparation of statutory books of accounts (with a focus on accounting and receivables), financial statements and annual financial reports, ensuring compliance with Accounting Standards.
* Generating MIS Reports and forwarding payments to ensure release on due dates.
* Recording all payments made to & from accounts and coordinating for day-to-day cash & cheque payments.
* Planning and executing monthly / quarterly / annual closure schedules; provided monthly financial statements; administered the monthly closing process.
* Preparing and presenting weekly and monthly management reports on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis.
* Building and maintaining healthy business relations with clients, ensuring high customer satisfaction metrics by achieving delivery & service quality norms.

**PROFESSIONAL EXPERIENCE:**

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| alfaonegroup-logo.gif | **November 2009 - Present** |

**Growth Path/Deputations:**

**Nov’09 – Sep’10 –Alfa One Global Builders Pvt. Ltd., India as Assistant Accountant**

**Since Oct’10 - Alfa One Logistics LLC, Dubai as General Accountant**

**General Accountant:**

**Working as General Accountant in the organization since October 2010-one of the leading consolidated logistics supplier in the Middle East, headquartered at Dubai, having branches in China, Qatar, KSA, Bahrain, Kuwait, Oman & India.**

* Making disbursal of payments to shipping companies towards issuance of Delivery Order & Bill of Lading through Cash/Cheque/TTs.
* Interacting with Import/Export Wing for distribution of funds according to the Fund Requisition Form on a daily basis.
* Carrying out day to day finance & interacting with operational accounts
* Responsible for supported documenting of all transactions of cash & bank, sales & purchases, income & expenses and assets & liabilities.
* Reviewing & approval of payment vouchers, receipt vouchers & journal entries.
* Preparation of cash & fund flow reports.
* Reconciliation of Dubai Customs CDR A/c, Dubai Customs Standing Guarantee A/c, Dubai Port World A/c, Chamber of Commerce A/c etc.
* Regular interaction with Credit Control Department for analyzing debts recovery by reviewing Age Analysis Report.
* Maintenance of adequate follow-up system with high risk debtors for attaining minimal level of bad debts.
* Preparing Monthly Payment Planner & ensuring a systematic payment procedure is followed in all the transactions.
* Monitoring closing of job files along with the disbursal of invoices to various customers and ensuring the same is done in a timely manner.
* Preparation of monthly Gross Profit Reports on job wise & customer wise
* Supporting CFO in ensuring that intercompany cost allocations are in line with management policies.
* Managing financial departments with responsibility for Budgets, Forecasting, Accounts Payable & Receivable
* Ensuring timely submission of Daily Reports of the subordinates & scrutinization of the same.
* Coordinating with accounts department of the various destination branches of the company & preparing reports on a timely basis.
* Submission of sector wise monthly reports to the management & CFO.
* Assisting with internal auditor & providing proper supporting for the queries stated.
* Involves in monthly payroll preparation of 200+ employees & WPS processing of the same.
* Coordinating with Customer Service Department towards the proper approval of insurance claims against the claims submitted.
* Preparation & submission of claim schedule to the insurance company on a timely basis.
* Over all monitoring & control on cash inflow
* Managing petty cash for meeting the daily operational level expenses.
* Maintaining accurate PDC Received & Issued Registers for keeping bank accounts in vigilance.
* Involves in reconciliation of:
* Company Credit Cards & ensuring payment deadlines are met by reducing the risk of raising any financial charges.
* Bank & Cash Accounts.
* Debtors, Creditors & Branch Accounts,

**Assistant Accountant**

**Employed as Assistant Accountant at M/s Alfa One Global Buiders Pvt.Ltd ,India- a leading construction company in South India involves in building of commercial apartments & shopping malls, for the period of November 2009-September 2010**

* Responsible for:
* Updating Books of Accounts of suppliers & performing reconciliation of the same.
* Verifying Weekly Labour Report of various sites & ensuring the adherence with Daily Labour Reports.
* Verification of Payment Vouchers submitted by site accountants of various projects.
* Performed accounts payable functions for various construction expenses.
* Accountable for:
* Reconciliation of Books of Accounts of contractors & sub contractors.
* Posting Purchase journals of various sites by ensuring respective documents like material receipt note, trip sheet, etc.
* Submission of Daily Attendance Report of site labours to the HR Department.
* Performing General Office Duties & administrative tasks
* Management of internal & external mail functions for ensuring proper communication channel
* Ensured compliance with accounting deadlines
* Offering assistance to Central Store Keeper in maintaining physical stock of various sites.

**May’08 – Oct’09- Accounts, Cochin, Kerala as Junior Accountant**

**Worked as Junior Accountant from May 2008 to October 2009 at M/s Accounts-Cochin,Kerala-an accounting contract firm which involves in carrying out accounting works of various business enterprises like trading, manufacturing, service sectors like schools, hospitals, hotels etc.**

**Role:**

* Involved in all accounting and financial matters.
* Assisting Chief Accountant in handling & maintaining accounts up to finalization.
* Deals in preparing financial statement of various enterprises like trading, manufacturing, hotels ,hospitals, schools etc
* Involved in preparing year ending schedules and accounts for audit.
* Conducting reconciliation of Bank, HO, Debtors, Creditors and Stock.
* Carrying out all the bank transactions.
* Documenting & maintaining purchase & sales register and stock register.
* Managed Accounts Payable, Accounts Receivable & Payroll Departments

**IT SKILLS**

* Well versed with Tally 7.2 & Tally 9.0, FACTS.
* Conversant with Microsoft Office (Word, Excel & PowerPoint) and Internet Applications.

**ACADEMIC DETAILS**

2008 B.Com. from M.E.S K.V.M. College, Valanchery, Calicut University with 72%.

2005 Class XII from Darussalam English Medium School, Changaramkulam, Kerala, CBSE with 83%.

2002 Class X from Ansar English School, Perumpilavu, Kerala, CBSE with 72%.

**Examination:**

* Cleared CPT (Common Proficiency Test) conducted by The Institute of Chartered Accountants of India, Delhi in June 2008.

**PERSONAL DETAILS**

Date of Birth:                    10th October 1985

Nationality: Indian

Marital Status: Married

Languages Known: English, Malayalam, Hindi & Arabic

No. of Dependents: 2

Visa Status: Employment

**REFERENCES**

Available up on request.