|  |  |  |
| --- | --- | --- |
| E:\IMAGES\Afsal Photos\img_0008.jpg**AFSAL****AFSAL.364505@2freemail.com** |      |    |

**CAREER OBJECTIVE**

 To work in an Organization Where I can use my skills and knowledge to deliver the best results of the company, in turn enabling my individual growth.

**EDUCATIONAL QUALIFICATION**

#### CMA (ICWAI) Intermediate from Institute of Cost Accounts of India (ICAI)

* **M.Com** from Madurai Kamaraj Univercity-2012-2014
* **Bachelor** **of Commerce (B.com)** from Calicut Univercity-2008-11

**WORK EXPERIENCE**

**I have More than 3 years’** Experience in the field of Accounts and Finance (Include 1 Year Experience in **UAE)**

Since April - 2016 till date - I am working as an Accountant at **FAROUJ** **BELADI COMPANY**,Fujaira**- UAE**

**PREVIOUS EMPLOYERS**

* **Bharat Electronics Limited,** Bangalore-INDIA (Navaratna Company

 **G**ovt. of India Enterprise, Ministry of Defense)

Job Description: Management Industrial Executive Trainee.

 Period **:** Since November 2014 to November 2015

* Trainee at **Joy Thomas Chartered Accountant** Calicut, Kerala-INDIA

[Nature of work – Preparation and Finalisation of books of accounts and return filing- **1.5 year**]

**PROFESSIONAL EXPOSURE**

**Farouj Beladi Company**

**RESPONSIBILITIES**

* Handling all accounts in construction division of the company
* Preparing and analysing accounting records and financial reports
* Finalise the day balance and prepare management reports
* Looking all banking transactions and making daily remittance
* Updating and reconciling bank statement as well as supplier statement
* Responsible for payroll and staff salary structuring
* Analyse business operations ,trends, costs, revenues , financial commitments and obligations to protect future revenues and expenses or to provide advice
* Handling account receivable and account payable

**Bharat Electronics Ltd**

**BILLS PAYABLE**

* Managing Local and subcontract bills.
* Creation, establishment & discharge of liability on Due date.(MIRO)
* Maintaining Books of Accounts as per Accounting Standards and other regulations.
* Ensure accurate and timely monthly, quarterly and year end close.
* Assisting and co-operating for Internal and Statutory Audit process.
* Making payments in the mode of RTGS and ECS through SAP.
* Preparation of monthly WCT report.
* Transfer of security deposit to particular vendors
* Posting the accounting entries in SAP
* Accounting of Service Tax under RCM for Man power supply

**ACCOUNT RECIEVABLES:**

* Controlling and Accounting of Sales
* Despatching Bills on Due date
* Sending MIS reports like Debtors reports on monthly basis

**COMPUTER SKILLS**

* SAP – FICO
* MS OFFICE
* TALLY ERP-9
* Easy Accounting system 4.5

**PERSONAL PROFILE**

 Gender : Male

Date of Birth : 21 JUNE 1990

Religion : Islam

Marital Status : Single

Visa status : Employment Visa (Transferrable)

**LANGUAGES KNOWN:**

Speak: English, Malayalam

Read: English, Malayalam, Arabic, Hindi.

Write: English, Malayalam, Hindi. Arabic

Declaration

I hereby declare that the above furnished details are correct and true to the best of my knowledge and belief.