Curriculum Vitae****

**KABEER**

**KABEER.371044@2freemail.com**

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**OBJECTIVE.**

Skilled Accounting professional offering 8+ years experience with extensive customer service background. Adept at managing multiple assignment and meeting tight deadlines in a fast paced environment. Strong understanding and knowledge of accounting and financial management principles. Possess reputation as a self directed professional with excellent problem solving, analytical and communication skills. Noted for building positive report with co-workers management and clients.

**QUALIFICATIONS SUMMARY**

* More than 8+ years UAE experience in Accounts Management/Customer relationship.
* Extremely strong background in all aspects of management including budgeting, employee/customer relations, and scheduling.
* Expert in Peachtree Accounting Software.
* Very dedicated to excellent customer service.
* Strong background in office management and Accounts.
* Skilled in vendor relations, negotiation and coordination.
* Able to work well with others and have always been a team player.
* **Have valid UAE Driving License.**

**EDUCATIONS**

* Bachelor of Commerce from University of Kannur Kerala India.
* Diploma in Practical & Computerized Financial Accounting from Professional School of Accounting, Kerala,Ind.
* Diploma in financial accounting from Dubai.
* Diploma in Business Management.

**SOFTWARE PROFICIENCY**

* Operating Systems : MS-Windows Vista/XP/2000, MS-Dos
* Application Packages : Peachtree, Vigil, Tally ,Quick Books, & MS-Office

**WORK EXPERIENCE**

**December 2015 – Present**

**Financial Accountant and Admin at IZCO International General Trading LLC.**

*(Izco Intl is a GCC based General Trading Company has earned a reputation of the most well equipped store for all consumer electrical and Light House Hold (LHH) items at competitive pricing with the added benefit of a customer friendly environment. Izco Intl strives to provide the latest technology and quality brands at affordable prices to all our customers Mainly* ***MAF Carrefour, Lu Lu. Hyper Panda, Geant*** *etc.)*

* Prepared monthly management accounts and performed general ledger reconciliations
* Prepared reports summarizing the forecast company business activity and financial position
* Supervised employees in the Finance and Administration Department and was responsible for the overall direction, coordination and evaluation of this unit
* Coordinated the preparation of year-end statutory accounts-
* Established and maintained relations with banks and other financial institutions
* Prepared reports required by regulatory agencies and arranged for audits of company accounts-
* Prepare and submit the group’s monthly financial results, budget and quarterly rolling forecasts and complete the reporting requirements to the parent company
* Perform detailed account analysis and corporate month-end processing and reporting
* Review the monthly Business Activity Statements and review all monthly balance sheet reconciliations
* Monitor stock levels and perform inventory reconciliations
* Supervise the annual audits (internal and external)
* Review and make decisions on credit limits of new and existing customers
* Review and authorize the weekly accounts payable run
* Liaise with corporate office and local brokers for company insurance policies
* Improve existing processes and streamline workflows
* Load figures into Hyperion and Product Data Warehouse-

***Accountant General and Customer relationship officer:* *June 2010 - july2015, Citronel General Trading LLC Ajman/Abu Dhabi*.**

* Develop customer contacts; provide service to all customers for the location as needed,
* Other responsibilities include: Maintaining and submitting neat and accurate reports in a timely fashion, including daily transmission of daily activity, presenting a courteous, friendly and helpful attitude to all customers, developing a good rapport with customer personnel, analyzing accounts with goal of increasing sales through in-store promotion or advertising, and adding additional product or equipment lines.
* Responsible for forecasting market trends.
* Making sure products and services are supplied to customers on time.
* Involved in the training of new sales staff.

***Assistant Accountant: Feb 2008 – May 2010 M/s. Citronel Vending Machine Equipment Trading- UAE***

* Complete Accounting up to Finalization on a monthly basis.
* Receive, register and certify vendors/contractors invoices.
* Prepare payment document including bank letters, checks and supporting documents
* Handling of Petty Cash expenses based on the Company policies and guidelines and updating the day-to-day accounts.
* Checking of stock updating and supervision with proper guidance to the staffs in Stores and Planning Department
* Preparation of year end trial balance, profit & loss account and balance sheet to submit to the auditors, associating with auditors in final approval of accounts, replying audit objections etc….
* Independently maintaining, handling and writing of all types of account books fixed asset ledger, general ledger, expenses ledgers, asset and liabilities ledger bank reconciliation, management reports, provisions etc.

**PROFESSIONAL EXPERIENCE**

**Marketing**

* Experience of territorial marketing, account management and client relations and retention. Writing detailed sales forecast report for senior company managers.
* Gathering industry data and analyzing spend patterns to highlight the potential for future growth.
* Communicating new products to potential clients.
* Proven ability to maximize sales opportunities by creating professional sales script and building rapport with potential new and also existing customers.

**Management**

* Willing to accept responsibility and be accountable.
* Created a regional sales reporting and performance monitoring system
* Monitoring and reviewing the performance of sales teams, to ensure targets are met.
* Responsible for monitoring sales levels and patterns on a weekly and monthly basis to identify and predict any potential problems

**PERSONAL PROFILE**

* Date Of birth : 20.05.1983
* Nationality : Indian
* Marital Status : Married
* Languages Known : Arabic, English , Hindi and Malayalam
* Visa Status : Employment (Transferable)
* Available : Immediate join