**Abdul**

**Dubai**

**Email:** [Abdul.374869@2freemail.com](mailto:Abdul.374869@2freemail.com)

Career Objectives

Experienced, dedicated accounting and financial management professional with Indian and gulf exposure in general accounting, cost and management accounting, auditing, reconciliation and marketing duties. A self motivated result oriented team player with excellent communication, problem solving and business skill. Looking for highly challenging rewarding position where expertise can be employed and developed.

Professional Experience

**Fursan Travel and Tourism, Saudi Arabia (2013 to 2016).**

**Accounts Receivable and Payable Analyst.**

* Collecting hotel sales report on daily basis from all the branches.
* Handling calls from various suppliers for payment related issues.
* Reconciling the actual sales reported in the system with supplier invoice amount.
* Online fund transfer to all vendors.
* Strong organizational skills and excellent interpersonal communication.
* Extremely detail oriented and able to work with minimal supervision.
* Handling Refund of hotel booking.
* Contacting individuals or business customers when payment is overdue.
* Ensure that debts are paid in a timely manner.
* Chase overdue invoices by telephone, email & letter within agreed timescales.
* Customer balance confirmation.
* Providing ad-hoc reporting as and when requested.
* Send out monthly client statements/letters as may be agreed from time to time.
* Handle disputed bills and negotiate to bring payment within the agreed terms.
* Providing accounts information to internal departments.

**Malila Trading Establishment Saudi Arabia, (March 2012 to Aug 2013).**

**General Accountant:**

* Manage all accounting operations based on accounting principles
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits
* Bank account reconciliation
* Preparing statutory accounts.
* Conduct month-end and year-end closing process
* Collect, analyze and summarize account information
* Develop periodic reports for management
* Audit financial transactions and document accounting control procedures
* Administering payrolls and controlling income and expenditure

**ICICI Prudential Life Insurance**

**Associate Financial Service Manager, Kannur (Oct 2009 to Jan 2011)**

* Interview prospective clients to get data about their financial resources and discuss existing coverage
* Explain the features of various policies
* Analyze clients’ current insurance policies and suggest additions or changes
* Customize insurance programs to suit individual clients
* Handle policy renewals
* Maintain electronic and paper records
* Help policyholders settle claims.

Academic & Professional Development

* **MBA** : Institute of Technology Mayyil, Kannur, Kerala(Finance and HR).
* **B.com with Computer Application**: ITM College of Arts and Science (Kannur University, Kerala)
* **Diploma in Computerized Financial Management *:*** Microchip Computer Centre, Kannur

Personality

* Result oriented MBA graduate with specialization under Finance& HR back ground.
* Highly enthusiastic & dynamic person with 4 years work experience in GCC in the field of Accounts and 1 year Indian experience in insurance company.
* Reputation for effective interpersonal and communication skills.
* Well organized self-starter with proven capacity to learn and apply new knowledge quickly.
* Strong belief that everything is possible through hard work and positive attitude.

Technical Skills

* Microsoft Dynamics AX.
* CRM, Oracle, Focus7.
* Sage Accpac ERP.
* Microsoft Office Package.

Personal Details

Date of Birth : 03-04-1986

Marital Status : Married

Nationality : India

Visa status : Visit Visa(Nov1 to Jan 30)

Driving License : Saudi Driving License

Languages Known : English, Malayalam, Hindi and Arabic.

Declaration

I am here by declares that all above information provided are true and correct as per my best knowledge.

Abdul