**Accountant with 2 years of Professional Experience**



**KAMARUDEEN**

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 Dubai, UAE

**CAREER OBJECTIVES**

I am looking forward to join a vibrant and exciting organization where I can utilize my skills in **Accounts & Finance** and keep good performance.

**WORK EXPERIENCE**

**Accountant**

Real Souk Hypermarket Group (Jan 2016 to Dec 2017)

Kannur, India

**JOB PROFILE**

* Verifying the transactions on daily basis and Maintain Journals, ledgers and other supporting records
* Prepare and maintain accounting journals, ledgers and other financial records
* Preparation of Quotation, Purchase order (LPO) & coordinating with customers and suppliers
* Monitoring & controlling Cash & Cash equivalent transactions and maintain liquidity
* Analyze and maintain customer account ,supplier account, Out standings and review agewise analysis
* Reconcile Bank accounts, A/R & A/P, Associated & Intercompany accounts by gathering balancing information
* Monitor Inventory and perform inventory management and review stock verification by maintaining Stock register
* Prepare employees leave salary , Gratuity and other benefits and manage Payroll & Advances
* Responsible for month end closing procedures includes balance confirmation of accounts, recording monthly accruals, Prepaid, Differed, Depreciation & Amortization, provisions and other adjustments etc…
* Maintain Chart of Accounts and prepare periodical Financial Statements such as Trial Balance, Profit & Loss Statement, Balance Sheet & Cash Flow Statement
* Manage and maintain fixed asset register & Depreciation
* Liaison with Banks for Loans and Financing Facilities, auditors & regulatory agencies
* Assist with the Internal & External Auditors during audit period and prepare Audit Schedules
* Performs related duties as assigned

**EDUCATIONAL QUALIFICATION**

* **Master of Business Administration (MBA) Pursuing ,**

(Bharathiar University, India)

* **Bachelor of Business Administration (BBA),** (Kannur

University, Kerala, Indi**a**)

* **Certificate of International Financial Accounting**

(Institute of International Accountants, India)

**I.T SKILLS**

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* **Microsoft Office** Packages
* Accounting packages – **Tally ERP, Peach Tree, Tradeasy**
* Confident to do any Accounting Software

**PROFESSIONAL SKILLS**

* Decision Making
* Multi-tasking
* Team building
* Work under pressure
* Self-Confident & Goal oriented.
* Good in problem solving.

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|  | **PERSONAL INFORMATION** |
| Date of Birth | : 21/02/1994 |
| Gender | : Male |
| Nationality | : Indian |
| Marital Status | : Single |
| Religion | : Muslim |
| Languages Known | : English, Hindi, and Malayalam |
| Visa status | : Visit Visa |

**REFERENCE**

Reference will be provided on demand.