

**Abdul**

**Accountant**

UAE

E-mail: abdul.383369@2freemail.com

**CAREER OBJECTIVE**

Tobeapartof**Accounts Department**ofanorganizationwithanenablingenvironmentprovidingmewithaplatformtolaunchmycareerbymakingfullestuseofmypotentialandskillsforthebettermentoftheorganizationandmycareer.

**PROFILE SUMMARY**

* Indian,Male,30 years old
* Current Location: UAE
* Visa Status:Vist Visa
* Languages Known: English, Arabic &Malayalam
* 7 years of experiences in the field of Accounting and Finance
* Qualified with Bachelor of Commerce (B.Com.)
* Ability to handle Accounts up to finalization.

**WORK EXPERIENCE**

**Universal Cold Store Trading Company Limited –Dammam ,KSA (MAY 2015-Nov-2017)**

**Job Position : BranchAccountant**

**Duties and Responsibilities**

* Recording transactions and maintaining day book.
* Maintaining stock inventory management.
* Monitoring and supervising cash box inventory in every day.
* Taking group inventory in every week and taking full inventory in every six months.Prepare and submit inventory report to management.
* Maintaining damage & expiry report.
* Accounts payables and accounts receivables.
* Manage and supervise daily operations of the accounting department, ensuring timely month end & yearend closing process.
* Bank Reconciliation, Credit Card reconciliation, Customer & Vendor reconciliation.
* Periodical review of Receivable accounts, monitoringcollections, aging analysis.
* Maintaining petty cash ledger.
* Assisting in auditing and reporting.

**Ceramic Gallery (AUGUST 2012– JAN 2015 )**

**Job Position : Accountant**

**Duties and Responsibilities**

* Recording transaction and maintaining day book.
* Checking, calculating VAT and preparing tax report.
* Maintaining and reconcile general ledger.
* Taking group inventory.
* Reconciliation of supplier’s ledger.
* Bank reconciliation and customer’s reconciliation.
* Assisting in final accounts
* Preparing profit and loss account.

**Tax Planner’s Management Consultant (AUGUST 2010 – JAN 2012)**

**Job Position : Accountant (VAT)**

**Duties and Responsibilities**

* Calculate tax amount, prepares tax report and submit to management.
* Checking and verifying input & output tax and prepared payable tax report.
* Manage and supervise daily operations of the accounting department, ensuring timely month end & yearend closing process.
* Bank Reconciliation, Credit Card reconciliation, Customer & Vendor reconciliation
* Prepares and records Capital, asset, liability, and revenue and expenses entries by compiling and analyzing account information.
* Maintaining the general ledger including journal entries, prepayments and accruals in order to establish the financial position of the company.
* Process all vendor Invoices and pass to Accounts Payable for payment.
* Preparing profit & loss account and balance sheet.
* Assisting in final accounts.

**EDUCATIONAL QUALIFICATION**

* **Bachelor of Commerce (B.Com.),** University of Calicut, Kerala, India.

**IT SKILLS**

* Well versed with MS Excel,MS Word, Internet and E-mail applications
* Tally ERP 9, Oracle , POS,SIM

**DECLARATION:**

I do here by declare that the above details are true and correct

Abdul