**Curriculum Vitae**

Abdul

Senior Executive – Accounts cum Cashier

Engineering Maintenance Company (EMCO)

Email : abdul.383766@2freemail.com

Abu Dhabi, U. A. E.

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**DESIRED POSITION:ACCOUNTS ASSISTANT/DEBT COLLECTOR / CASHIER / TELLERS/ DOCUMENTATION CLERK**

**Career Objective**

Seeking a position as a senior level Accountant where extensive experience will be utilized to maximize company potential. Willing to relocate:

**Career Summary**

Accounting professional with over **Thirty years of experience in GCC & KSA (24 years with M/s. Engineering Maintenance Company LLC (EMCO), (ETA-Ascon Group of Companies)**, possesses multiple skills covering many financial areas such as laws, cost control principals, ledger analysis, financial statements, auditing practices, taxation and economic regulations.

 √ Strong analytical and problem solving skills

 √Excellent written and verbal communication skills

 √ Highly trustworthy, discreet and ethical

 √ Resourceful in the completion of projects, effective at multi-tasking

**Total Strengths**

√ Extensive knowledge in commonly accepted Accounting Standards and Principles

 √ Proficient with the auditing practices, procedures and report making

 √ Ability to lead team members and train them

 √ Skilled in reviewing work of others and checking errors

 √ Familiar with the latest accounting and auditing system

 √ Excellent communication and report drafting skills

 √ Expert in catching fraud, theft and other acts of sabotage

 √Ability to maintain professional relationships with Staff and External Auditors

 √ Ability to work hard under stress, Quick and self-learner

**Professional Profile**

**Engineering Maintenance Co. L.L.C.**

ETA-Ascon Group of Companies

Abu Dhabi, U. A. E.

**Senior Executive - Accounts**

**February 1994 to Till date**

 √ Responsible for Accounts Payable (AP) and Accounts Receivables (AR)

 √Handled Payroll Processing

 √ Perform Multiple Bank accounts reconciliation

 √ Verify other payroll related entries and resolve the queries of the management team

 √ Manage account reconciliation and process billing adjustments

 √ Responsible for maintaining accounting files and charts

 √ Ensured that accounting activities ara in accordance with legal, government and

 company policies

 √ Edit and review the journal and ledger entries before final posting in SAP

 √ Communicate with bank on behalf of the organization

 √ Plan separate recommendations on suitability of conceding credits for the company

 Lenders.

 √ Assisted the Finance Manager in the preparation of budgets as necessary

 √ Assist in budget preparation and expense management activities for assigned

Accounts

 √ Assist in auditing activities by providing necessary information and preparing

 Requested documentations

 √ Record, classify and summarize financial transactions and events in accordance

 With accepted local accounting principles and financial reporting standards

 √ Generate financial reports and statements (in SAP and Excel) to Managers for review

 √ Record financial transactions according to company policies and regulations

 √ Perform month end accounting activities such as reconciliations and journal entries

 √ Coordinate with finance team to complete assigned accounting tasks within deadlines

 √ Cash handling to disburse staff and workers for settlements and petty cash vouchers

 √ Preparing invoices monthly and progressively for maintenance and projects jobs

 √ To arrange to collect the cheque from clients and the same to be deposited banks

**Gulf Stevedoring Contracting Co. Ltd.**

King Abdul Aziz Seaport,

Dammam, K.S. A.

**Senior Supervisor - Documentation**

**June 1991 to February 1994**

√Calculation of Company’s performance in terms of working hours tonnage

dischargedand loaded

√ Co-ordinate with Dammam Port Management in matters relating to statistics,

 Manifest, accounts, planning and stevedore billing etc.,

**Gulf Stevedoring Contracting Co. Ltd.**

Jeddah Islamic Seaport,

Jeddah, K.S. A.

**Supervisor - Documentation**

**August 1987 to July 1990**

√ Attending daily berth meeting

 √ Allocation of vessel regarding

 √ Discussion with Port Operations and Shipping Agents

 √ Preparing Daily computerized reports

 √ Updating all the vessels details in computer software like Ms-Excel

**Educational Qualifications**

√ Accomplished**Bachelor of Corporate Secretary Ship** (April 1985) from University of

 Madras, Tamil Nadu, India

**Technical Qualifications**

√ Diploma Course in Dbase III+ Applications

 √ Diploma in Computer Accounting (DCA & DTP) with Grade A

 √Typewritting - English (Higher)

**Driving License : Valid U. A. E. Driving License**

**Personal Details**

Date of Birth : 10.01.1964

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi and Tamil

**Declaration**

I am hereby declared that all the above information is true to the best of my knowledge

and belief.

**ABDUL**

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