

**RAFEEQUE**

Target Job :Cashier/Accounts Payable

Email [Rafeeque-389893@2freemail.com](mailto:Rafeeque-389893@2freemail.com)

Education : Bachelor's degree, Commerce

Experience (8 Years, 7 Months)

**March 2017 - Present**

## Accounts Payable

At The Bookshop Library Est. **Location:** Al Ain, United Arab Emirates   
**Company Industry:** Retail/Wholesale

**Job Role:**

Manage and prepare all invoices on an everyday basis and send it for approvals.  
Evaluate and reconcile all vendor statements and manage all inquiries.  
Manage and verify all expense reports and ensure compliance with company policies.  
Administer and distribute various vouchers and gather approvals from managers.  
Maintain and update all account payable data and ensure accuracy in general ledgers  
Monitor all vendor calls and address all issues for account payable schedule and appropriate disbursements.  
Evaluate all account payable balance and resolve all unpaid invoices issues.  
Perform audit on various expense reports for suppliers  
Monitor all payment submission and ensure processing within month.  
Handles all vendor correspondence via phone or email.  
Assists with monthly status reports, and monthly closings.  
Process remittance information from checks, drafts and wire transfers for invoices provided by vendors.  
Files, maintains, and distributes accounting documents, records and reports.  
Performs other duties as required to support Accounting Department.  
Process 3 way P.O. matching invoices, up to 100 plus line items.  
Process check requests.

Preparing bank deposits and money transfer.  
Perform other general accounting projects and tasks as assigned.  
Administers and processes all Petty Cash transactions.  
Maintains the Petty Cash float.  
Prepares Reimbursement of Petty Cash.  
Prepares vouchers related to various revenues and expenses.

**Cashier** (**June 2015 - February 2017 )**

at The Bookshop Library Est. **Location: Al Ain, United Arab Emirates**   
**Company Industry:** Retail/Wholesale

**Job Role:**

Greets customers including answering phones and directing customer inquiries to appropriate party.  
Operate cash registers, scanners and credit card/debit card terminals.  
Receive payment by cash, check, credit cards, vouchers, or automatic debits.  
Issue receipts, refunds, credits, or change due to customers  
Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.  
Maintain clean and orderly checkout areas.  
Cash checks for customers.  
Sort, count, and wrap currency and coins.  
Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately

**Data Entry Clerk** (August 2010 - May 2015 )

at The Bookshop Library Est. **Location:** Al Ain, United Arab Emirates   
**Company Industry:** Retail/Wholesale  
**Job Role:** Purchasing and Procurement

Posting all Invoices into prescribed database.  
Preparing LPO(Purchase Order)  
Pricing  
Preparing Sales Order  
Preparing Sales Reports  
Analyzing Inventory Movement  
Accurately records and manages all inter-store and warehouse inventory movement.  
Inventory Controller.

**Skills**

Vendor relationship skills.

### Punctuality

### Positive Attitude

### Efficiency

### Point of Sale Systems (POS)

### Communication skills.

### Attention to detail and accuracy.

### Organizing and prioritizing.

### Team work

## Education

## Bachelor's degree, Commerce (B.com)

At University of Calicut  
**Location:** Kerala, India

## Training and Certifications

### CFA (Computerised Financial Accounting (Certificate)

**Issued in:** October 2008

## Software

**Tally Erp**

**Peachtree**

**Retail Pro**

**Retail Exe**

**Al-Ameen (Company Software)**

**Ms Office**

## References

**Shoukath Neiji**

**Job Title:** Purchaser  
**Company Name:** The Bookshop Library Est.  
**Phone Number:** +971.505236775  
**Email Address:** [purchase1@thebookshop.ae](mailto:purchase1@thebookshop.ae)

Languages

### English

### Arabic

### Hindi

### Malayalam