**ISMAIL**

**ACCOUNTANT**

Email ID: [ismail-394727@2freemail.com](mailto:ismail-394727@2freemail.com)

**OBJECTIVE**

**Senior Accountant** with a **BBA** degree, 12+ years related work experience and a strong background in Finance and Accounting methodologies and practices. Diplomatic, Result-oriented and ethical; skilled in effective interpersonal interaction. Seeking employment as a **Accountant** in a reputed organization.

**KEY SKILLS**

Accounts Receivable/Payable Financial Accounting Cash Accounting General ledger Financial Reporting Time Management

Bank Reconciliation Final Accounts Expenses Reconciliation Petty Cash management Online Bank Transactions Ms Office

Payroll ERP Accounting Oracle Taxation External/Internal Audits Communication Inventory Management

**EDUCATION**

**Bachelor of Business Administration**

University Of Madras, India.

**APRIL, 2005**

**WORK EXPERIENCE**

ACCOUNTANT

Dubai- U.A.E.

JUNE 2008 – October 2019

**Duties and Responsibilities**

* Expertise in **ORACLE** for the all the modules such as **Accounts Receivable Accounts Payable, and General Ledger.**
* Expertise in reconciliation of receivable & payables with their respective statements.
* Monitor account details for non-payments, delayed payments and other irregularities.
* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management.
* Experienced in preparation of monthly **Bank Reconciliation** statement.
* Ensure the timely completion of Bank Reconciliations and taking appropriate and corrective actions.
* Prepare GL journal entries and adjustments, including documentation and descriptions.
* Coordinated monthly payroll functions for all employees.
* Supervising and coordinating subordinates to ensure in smooth accounting.
* To Interacting with internal and external auditors in completing the audits.
* Strong in adopt new analytical approaches, tools & environment.
* To Keep abreast of company policies and procedures.
* Reconcile financial ledgers and records, prepare financial statements and reports, general and subsidiary ledgers and supporting schedules, research and resolve discrepancies.
* Review and audit all accounts payable, purchase orders, cash receipts, business licenses, payroll, utility billing, and other accounting records and transactions, inventory fixed assets accounting, ensure money is posted to correct accounts and that all accounts balance.
* Prepare a variety of monthly, periodic, and annual financial and statistical reports and account summaries, prepare treasurer reports, prepare and file annual State Controllers Report.
* Assist in preparation of year end closings and accompanying financial reports.
* Computerized accounting and financial systems.
* Finalized the Accounts and prepared Income statement and Balance sheet.
* Office procedures, methods, and equipment including computers and applicable software applications such as **word processing, spreadsheets, and databases.**
* Perform related duties as required.

**VAT Compliance**

* Providing accounting and clerical support to ensure that financial transactions are in compliance and of the VAT regulations.
* Handle VAT reporting (payables and receivables). Ensure collections and payments are done in line with UAE regulations.
* Understanding of **UAE VAT laws, VAT registration and implementation.**

ACCOUNTANT CUM ADMIN EXECUTIVE,

Tamilnadu, India.

AUG 2006-MAY 2008

**Duties and Responsibilities**

* Maintain financial reports, records and general ledgers.
* Prepare and analyze budgets and perform general book keeping.
* Perform Administrative duties such as maintaining schedules, providing telephone support, filing, transcription and the production of forms.
* Prepare accounts for submission to the school’s auditor.
* Performed general office duties and administrative tasks.
* Assist in the preparation for the annual audit, liasing with all parties involved.
* Managed the internal and external mail functions.
* Scheduled client appointments and maintained up-to-date confidential client files.

STORE EXECUTIVE,

Tamilnadu, India.

JUNE 2005 - MAY 2006

# Duties and Responsibilities

* Protect employees and customers by providing a safe and clean store environment.
* Fills supply requisitions; assists buyer in ordering adequate merchandise and supplies, delivers orders to faculty and staff.
* Receives and inspects all incoming materials and reconciles with purchase orders, processes and distributes documentation with purchase orders, reports, documents and tracks damages and discrepancies on orders received.
* Handles and documents storage and transportation of hazardous materials.
* Maintains the warehouse, records area and stores area in a neat and orderly manner.
* Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
* Competencies in data entry and analysis.

# CERTIFICATES

2007 **Tally (Accounting Software)** Insys Infoschool, India 2002 **Ms Office** AL Sys, India

# SKILLS

**Windows & Office Skills** Ms -Dos, Windows Advanced, MS- Office (Word, Excel, Power point)

**TIMS Financial – Oracle based ERP.**

**PERSONAL DETAILS**

Gender : Male

Date of Birth : 10th Dec 1983

Nationality : Indian

Religion : Islam

Marital Status : Married

Languages Known : Tamil, English, Malayalam and Hindi Visa Status : Residence (Transferable)

Driving License : UAE Valid Driving License

**Reference will be provided on request.**