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**ISMAIL**

Email: **ismail-395504@gulfjobseeker.com**

**Professional Objective**

Accounts Professional with Extensive of Eight more years Experience in UAE and India. Expertise in Accounts Finalization, Reconciliation, Handling Accounts Payables, Accounts Receivables, General ledger accounting, and Administration duties. Career record of achieving set Management goals within parameters of Cost, Quality, Time, Profitability and effective Resource utilization. Looking Career in a Challenging Environment and to keep value adding to the Organization, which I represent and serve, and to myself, while concurrently upgrading my Skills and Knowledge.

**Professional Skills**

* Complete understanding of accounting processes, procedures, and systems in the context of wider business plans.
* Experienced in processing Payroll, Accounts payable, Accounts receivable functions.
* Well Versed Computer Knowledge and Experience regarding all kinds of Accounting and Office Administration.
* Good knowledge in Tax related (VAT / GST) Accounting.
* Good knowledge in UAE VAT Rules and Strong Knowledge in Filing VAT Return.
* Excellent knowledge and Work Experience in advanced Office Automation system.
* Excellent knowledge and work experience in Preparation of Cash flow and Fund flow statement.
* Good knowledge and experience in preparation of cash budget.
* Excellent knowledge in GAAP (Generally Accepted Accounting Principle) and IFRS
* Strong knowledge and experience in banking related transactions.
* Identifying and then recognizing capable junior staff and encouraging them to make the most of their potential.
* Strong ability to use advanced business software and applications.
* Flexible in working hours.

**Career History**

**Accountant March 2018 to Sept 2019**

**(*Trading Company, Kerala, India)***

(*Wholesale and Retail trading of Electricals Hardware and Plumbing Fittings)*

* Prepares and Records Assets, Liabilities, Revenue, Expenditure entries by compiling accounting information.
* Handling Accounts Receivable and Accounts Payable.
* Preparing Cash Budget and analyzing cash sources and its applications.
* Preparing Profit and Loss a/c and Balance sheet and analyzing financial status of the firm.
* Preparing Payroll of Employees.
* Analyzing Liquidity Position of the firm by Preparing Cash Flow Statement and Fund flow Statement
* Verify discrepancies by and resolve clients’ billing issues
* Assisting in carrying out firm’s Audit Report.

**Accountant July 2010 to Dec 2017**

 **(*Group of Companies, Dubai, UAE*)**

* Preparing Financial Records and Ledgers for business transactions.
* Summarizes Current Financial status by Preparing Balance sheet, Profit and Loss a/c, and other Reports.
* Reconciles Financial Discrepancies by collecting and analyzing accounts information.
* Preparing Cash Flow Statement and Analyzing Cash and Liquidity position of the firm.

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* Reconcile General Ledger Accounts and Preparing Bank Reconciliation statement.
* Preparing Payroll and maintaining Employees accounts.
* Handling and Preparing Cash book and Petty Cash book.
* Maintenance of Post dated Cheques and Issued Cheques List.
* Preparation of Import and Export documents.
* Preparing Accounts Receivable and Payables statements.
* Contributes to team effort by accomplishing related results as needed
* Business Correspondence and its follow up.
* Drafting the reports of monthly cash flow to available for the management, to manage the fund requirements by considering the PDC, commitments of the company payables and expected inflows.

**Accounts Assistant Feb 2009 to May 2010**

**(*Trading, Mangalore, India*)**

* Processing of accounting transactions.
* Maintaining and updating of Cash Book and Ledgers.
* Maintaining books of accounts, such as debtors, creditors, payroll, etc.
* Preparing Bank reconciliation statement.
* Entering cheque receipts and cash receipts.
* Preparation of Supplier’s and Customer’s Statement, tracking and follow-up.
* Maintaining track record of company’s expenses.
* Preparing Trading account, Profit & Loss account and Balance sheet.
* Carrying out various banking functions like loans, online banking etc.

**Academic Qualification**

**PGDBA(**Post Graduate Diploma in Business Administration**)** **:** Annamalai University, India.

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

**Pre – Degree**  **(**Commerce**)** **:** University of Calicut, India

**Technical Skills**

* Excellent Knowledge and Work Experience in **Ms. Office** (**Word**, **Advanced Excel, Access** and **Power Point**)
* Good Knowledge and Work Experience in **Accounting Software (**Tally Erp, Quick Books, Peachtree, etc.**)**
* Knowledge in **SAP Erp.**

**Personal Skills**

* Good organisational Skills and Experience.
* Adaptability: Work well autonomously or as member of team.
* Versatility: Efficient handling of a variety of tasks concurrently.
* Highly Sincere, Trust worthy, Proactive and Hardworking.
* Reliability, Punctuality, and Confidentiality.
* Ability to direct and supervise.

**Personal Info**

Languages Known : English, Hindi, and Malayalam, (Arabic; Read and Write)

Nationality : Indian

Visa Status : Visit

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