ABDUL

**MBA**

Email: [abdul-396245@2freemail.com](mailto:abdul-396245@2freemail.com)

With valid UAE Driving license

*SENIOR ACCOUNTANT:*

Skilled accounting professional with 5+ years of experience, currently working towards obtaining CGA designation. Strong understanding of all aspects of accounting and financial management. Proven ability to manage multiple assignments while meeting tight deadline schedules and preparing MIS, VAT Submission on time and budgeting as per our business etc.,,. Possess reputation as a self - directed professional with excellent problem solving, analytical and communication skills.

Proven track record of performing work in an ethical manner while consistently maintaining the integrity of all financial data. Specialized expertise in grant accounting for the non-profit sector. Strong relationship-building skills and effective collaboration with management, coworkers, vendors and clients.

*WORK EXPERIENCE:*

# APRIL 2018- 2019

**Senior Accountant in Dubai, UAE.**

**Work Type: Full Time – Aluminum and Glass Works at Sites.**

# Job Responsibilities:

* Accounts Receivables & Payables
* Journalizing the all Transactions at same Time.

## Prepare general ledger account reconciliations, intercompany eliminations & journal entries

* Adjusting Entries at the Time of preparing Financials.
* Payroll handling for 100+ employees such as ESI, Paid leave, leave ticket, commission or Bonus and Separate petty cash book
* Bank reconciliations after captured all types of payment methods such as COD, CCSD, Chq, TT and Gateway platform etc.,,
* Checking 0% Installment Plans as per Customer Requirement.
* Preparing and filing of VAT returns periodically, without fail as per RCM, Exempted, Expenses, Incomes etc.,,
* Providing advice on tax planning and VAT
* Maintenance of Sales and purchase account with VAT Input & Output for VAT return filing on monthly or quarterly as per company turn over by Net VAT payable etc.,,
* Every month sales audit with VAT Output, following the customers for our dues, closing the suppliers’ payments and booking the Prepaid, Depreciations & Closing Entries.
* Complex Expense Reporting & Reconciliation

## Worked closely with auditors in preparing audited financials

* Auditing, book keeping, budgeting.
* Financial Reports (MIS) preparation and producing to Finance Director.

# MARCH 2014- MARCH 2018

**General Accountant in Ajman, UAE.**

### Work Type: Full Time - Electronics & Printing Machineries Trading Company Job Responsibilities:

* + Manage all types of Accounts
  + Recording company Expenses, Incomes as well as prepaid, Postpaid, accruals etc,..
  + Bank Reconciliation
  + Managed Accounts Receivables, Payables
  + Responsible for all payroll duties for 25 employees; New hires, Promotions, Terminations, Vacation, Longevity pay, excused absences. Maintained employee files
  + P&L Reports to Management.
  + Journalizing the all Transactions at same Time.
  + Prepare general ledger account reconciliations, intercompany eliminations & journal entries .

*EDUCATIONAL QUALIFICATIONS:*

* **Master of Business Administration (Finance & Human Resource Management),** Affiliated to Jawaharlal Nehru Technological University, Chewelah, (A.P). Passed-Out, *First Class with Distinction*.
  + **Bachelor Business Management (BBM),**

Affiliated to Gulbarga University, Gulbarga, (Karnataka). Passed-Out, *First Class with Distinction*.

*SKILLS:*

Accounts Receivables Accounts Payables

Bank Reconciliation Sales & Purchase

Inventory Internal Audit

VAT Report Amortization on Assets

Double Entry System Planning & Management

Cost Management P&L Managing

Budgeting & Fund Management Financial Reporting

*ADDITIONAL INFORMATION:*

* M.S Office passed from M.S Computer
* Tally 9.0, Hard Ware, IT & Communication Skills.
* Worked on Accounting Applications such as Tally ERP 9, Focus,

*PERSONAL INFORMATION:*

Date of Birth : 18-12-1987

Languages Known : English, Telugu, Hindi and Urdu Nationality / Marital Status : Indian / Married

Visa Status : Visit visa

*DECLARATION:*

The information provided above is true to the best of my knowledge. I will try my best to do the assigned to me without any postponement. I hope you will give me a chance to prove myself.

**Place:** Dubai.

**[**ABDUL**]**