

**ABOOBAKER**

**DEIRA, DUBAI**

**U.A.E**

**Email ID:** **aboobaker-397525@gulfjobseeker.com**

**Career Objective:**

Through my extensive 18 years (including 2 year in Dubai) works experience in Various Industries Such as Auditing firm, , Manufacturing, Trading, Service Sector and Hospitality, Education, Food and restaurant in national and Multi-National Companies. I believe that My Academic background and business based work experience provide with an excellent foundation to make valuable contribution to the continuing success of your Organization.

**Educational Qualification:**

Bachelor of Commerce (B.Com) (Calicut University in India)

Computer Awareness: MS word, MS Excel, Tally ERP 9, Quick Books.

**Languages Known**:

Malayalam, English, Hindi, and Thamil.

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| **Core Skills** |  |
|  |  |  |
| **Basic accounting experience** | **The Ability to learn quickly** |
| **Month and year End Closing** | **Good interpersonal skills** |
| **Preparation of Final Accounts** | **To be good at time Management** |
| **Accounts Receivable** | **Proficiency in Microsoft, especially in Excel.** |
| **Accounts Payable** | **Well Versed in Tally Accounting Software** |
| **Accounts reconciliation** | **Strong communication skill in writing and verbal** |
| **Bank Reconciliation** | **Interact and blend well with management.** |
| **Card Payments Tracking** | **Vat Knowledge (UAE), GST (India)** |
| **Experienced in Computerized Accounting** |  |
| **Analytical Skills** |  |
| **Internal Auditing** |  |

**Domestic And International Experiences**

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| **Key Role** | **Company** | **Country** | **Period** |  |
|  |  |  |  |  |
| Senior Executive |  | India | 2014-May to 2020- February |  |
| Accounts&Admin |  |
|  |  |  |  |
|  |  |  |  |  |
| Senior Executive | Sift InfoTech | India | 2009-August to 2014-June. |  |
| Accounts |  |
|  |  |  |  |
| Accountant | Al Jamal Business | U.A.E | 2006-August to 2009-May. |  |
|  | Services | Dubai |  |  |
| Junior | Super Foods | India | 2002- January to 2005-May. |  |
| Accountant |  |
|  |  |  |  |
|  | K.T.Thomas &Co. |  |  |  |
| Accounts ,Audit | Chartered | India | 2000-February to 2001-Dec. |  |
| Trainee | Accountant office. |  |  |  |
|  |  |  |  |  |

**Relax Pvt Ltd.**

Kaipamangalam, Trissur, India

Senior Executive (Accounts and Administration)

Period from May 2014 to February 2020.

**Accounts Related responsibilities**

* + Update financial data in databases to ensure that information will be accurate and immediately available when needed
* Maintaining day-to-day accounts, prepare receipts, payments and journal vouchers
* Banking Transactions, Bank Reconciliation and Payable Accounts Reconciliations
* Maintaining petty cash transaction and statement
* Prepare weekly and monthly sales reports for the management
* Supporting team members on all accounting issues
* Preparing payment for suppliers and aging analysis of debtors
* Assisting Finance Manager in finalization of accounts
* Handle internal and external audit work support to solve the queries and providing necessary document
* Liaising with the banks on daily deposits
* Supporting the Finance Manager with other tasks as per requirement
* Assist in preparing simple to complex tax returns for individuals or small businesses
* Uncover potential deductions and credits
* Advise against potential tax liabilities
* Review financial records such as income statement and documentation of expenditures
* Verify totals on past forms for accuracy
* Calculate and invoice for forms preparation fees

**Administration Related Responsibilities**

Responsible for all matters related to the operations and administration.

Arrange and schedule managers and company directors meeting

Assist Company secretary arrange filing annual return and statuary form for Register of companies (India)

Update Company Employees Labor related Data

Knowledge in sourcing, vendor selection, vendor assessment. Follow up / receiving Quotations and making price comparisons.

Preparation and release of Purchase Orders. Prior to ordering, to check all ex-stocks availability in stores and sub stores. Follow-up and expedite the delivery. Knowledge of accounting, understanding of financial documentation. Administer contracts for major purchases. Preparing budget estimates and monitor departmental expenditures. Dealing with all the Local and International suppliers and negotiating for the better price/discounts. Negotiate delivery & payment terms with suppliers and freight forwarders. Prepare purchase orders and send order requests to suppliers and update records. Perform inventory and administrative tasks like preparing and forwarding invoices, updating databases, filing, and organizing documents for accounts. Implement new ERP Software and train to staffs.

Manage local information technology and ensuring properly functioning IT equipment,

Routine maintenance, and security over IT - anti-virus software and regular backups.

Communicating with banks & auditors in the related matters.

Carry out any other tasks as assigned by Managing Director.

. **Senior Executive Admin and Accounts.**

**Sift Infotech**

North Parvaoor, Chochin

From August 2009 to June 2014 .

Visit Clients sites collect requirements of software programme

1. Day to day administrative tasks and meet clients to study their Billing and Accounting programme
2. Negotiate with clients for business deals.
3. Make HR functions and found employees for co.
4. Place quotations for clients and follow ups
5. Deal petty cash and Bank dealings

7.Keep Books of Accounts for company and follow ups for Sundry debtors.

**Staff Accountant**

**Al Jamal Business Service**

**Deira, Dubai**

From August 2006 to May 2009

1. Processing Payments Vouchers, invoices, Receipts vouchers, other document.
2. Accounts Payable and Accounts Receivable
3. Follow up Debtors and Collect of cash and Cheques
4. Bank Reconciliation and Communication with banks
5. Payroll preparation and keeping staff documents.
6. Reconciliation of client’s ledgers
7. Collecting Overseas client’s cheques for LC Preparation and dispatch to their

Banks.

1. Make Financial Statements of Monthly Closing.

**Junior Accountant**

**Super Foods**

Perinjanam, Thrissur,India

From January 2002 to May 2005

Junior Accountant

**Preparation of invoices**

1. Making van Sales man based Sales report and collection report
2. Follow up of Sundry Debtors and Cash Collections and Cheque

4.the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions.

5.Preparation of Bank reconciliation and other supplier ledger reconciliation.

1. Monthly Closing of Books of Accounts
2. Preparation of staff sales intensive, implement staff welfare scheme.
3. Preparation of Stock reports for management and Banks requirements.

**Audit Assistant**

K.T.Thomas, Chartered Accountant Office. Kodungallur,Thrissur,India

* 1. Assist senior auditors for Verification and Checking Books of Books Accounts.
		1. Make Trail Balance and Profit and Loss accounts after audit books of Accounts.
		2. Make audit reports and correcting entries.
1. Filling income tax forms for return filing.
2. Making Depreciation schedule various assets See less

**Declaration**

I hereby declare that above mentioned detail are true and correct to the best of my knowledge and belief.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_