##### jaffer pic

**JAFFER**

Email: jaffer.388158@2freemail.com

**Senior Accountant**

5 year UAE Work experience

5 year India Work experience

**Career vision**

To secure a challenging financial positionin a progressive reputed organization, which facilitates professional growth and utilization of my qualification and experience, while embracing new methodologies & strategies to remain competitive in the market

**Key Data**

Postgraduate in commerce and accounting with a vast accounting experience of 10 years, 5 years in UAE

**Work scope** includes reports to the chief financial officer & coordinates all finance-related activities in a company, and ensures that corporate financial statements are accurate, completed and prepared in accordance with accounting principles. Handling all accounts related tasks, balance sheet and working accounts up to finalization, Cash Flow Management, banking, profit & loss accounts and liaison with the auditors to complete the books of account.

Professional Experience

United Furniture co LLC, Dubai UAE – Senior Accountant 03-March-14 to 26-October-18

It is a leading Furniture Trading company in UAE established in 1975

**Job profile:**

* Assisted in the Preparation and finalisation of the monthly and yearly financial report for management.
* Handling all accounts related tasks, balance sheet and working accounts up to finalization, profit & loss accounts and liaison with the auditors to complete the books of account.
* Submitting monthly financial reports to the top management and clearing validation through web interface.
* Preparing to scrutinize of Cash, bank& journal vouchers.
* In-Charge for Accounts payables – Receiving and logging in invoices
* Monitoring accounts receivables and coordinating with clients for the same
* Responsible for accurate and timely processing of monthly salaries, annual leave records, salary deductions and reimbursement of annual tickets etc.
* Calculation of gratuity on the time termination and provision for annual leave salary/travel, annual bonus payments.
* Recording of debit and credit notes and other accounting entries in Rainbow accounting system.
* Communication with banks and responsible for petty cash.
* Preparation of Bank Reconciliation Statements and Journal Vouchers for posting entries into the appropriate accounts.
* Generating Cash, Bank and Journal Vouchers.
* Keep track of other administration works ensuring the efficient and smooth running of the office.
* Processing, coordinating and releasing monthly payments and reconciliation of supplier and customer statements
* Keep up-to-date records on Accounting, Finance, HR & Administration.

**Key Achievements**

* Efforts contributed to accelerating the month-end close to the tenth calendar day of every month
* Was able to get approval from clients and auditors for client reconciliation statements which were pending for about one year.
* Reduced cost by converting monthly maintenance services to annual contract basis
* Increased the scrap income by implementing a proper selling system and also saved one employee cost

**Other Responsibilities**

* Arrange work permit and visa for the new recruitments and timely renewal of the labour card and the visa of employees.
* Renewal of the Trade licenses, Tenancy contracts & Fire & Safety Annual Maintenance contract
* Assist in general inquiries concerning labour and immigration matters
* Dealing in all kinds of Insurance of the company like staff medical Policy, Property all risk, Money Policy etc

Rupesh & Company, India - Accountant 16-Apr-2012 to 26-May-2013

A trading company that deals with iron and steel products for industrial supply

Job profile:

* Performed all accounting Procedures of general accounting journal entries, monthly closing and accounting analysis
* Preparations of income statements, balance sheet, capital accounts and cash flow statements
* Tracking of monthly and annual budgets and Reporting of budget variance to Chartered Accountant
* Overall supervision of monthly sales involves rising of invoice, sending statement of accounts to customers and follow up for payment.
* Physical Inventory verification

PNNM Hospital, India - Accountant 15-Feb-2011 to 06-Jan-2012

Job profile:

* Verified and posted details of financial transactions to appropriate ledgers and journals
* Handling all accounts related tasks, profit & loss accounts, balance sheet, Cash flow Statements and working accounts up to finalization
* Preparation & scrutinizing of Cash , bank& journal vouchers, handling of petty cash
* Preparation of Bank Reconciliation Statements
* Inspects the Goods received with that of Good received note, purchase orders and invoices

Isaac & Suresh Chartered Accountants, India – Audit assistant 6-Mar-2008 to 25-Feb-2010

A Group of chartered accountants, accounting and audit consultants

Job profile:

* Performing audit for medium sized privately owned companies in manufacturing and retail industries
* Performed Concurrent & Statutory audit and related engagements individually and as a part of a team
* Managed physical inventory checks for our clients

Educational Qualifications

* Master of commerce from Bharathiar University, India in 2009
* Passed Common proficiency Test of ICAI, on February 2008
* Bachelor of Commerce from Kerala University, India in 2007
* Plus two from Indian School Certificate Examinations, India in 2004.

Computer Proficiency

* Rainbow & Oracle ERP System
* Certificate in Tally (ERP System)
* MS Office Word, Excel (V-lookup, Pivot Tables)
* Certification course in information technology from ICAI, India
* Accustomed to working in a Computerized Wireless LAN enabled Environment
* Familiar with internet options

Linguistics Skills

To read & write: English, Malayalam and Hindi

To speak: English, Malayalam and Hindi

Extracurricular Activities

* Won two second prizes for javelin throw at state level, India in 2003 and 2004.
* Played cricket for several clubs in UAE and India.

Personal Details

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| Marital Status | : | Married |
| Nationality | : | Indian |

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