

**AZARUDEEN**

**ACCOUNTANT**

Azarudeen-393443@2freemail.com

Dubai,UAE

**CAREER OBJECTIVE**

A Certified Management Accountant ambitious to build a career in **Accounting and Finance** with an organization where team work is required and hard working is appreciated and to be in a position which is best suited to my knowledge and skills.

**WORK EXPERIENCE**

* Company: in Thrissur, Kerala, India

Position: Accountant

Periods: 1 Year (Sep 2016 to Sep 2017)

* Company: in Dubai

Position: Accountant

Periods: (May 2018 – Till Present)

* **It** is a prominent placement agency in Thrissur, Team Appointments Thrissur inWEST FORT, AYYANTHOLE ROAD was incepted and promoted. This is one of the most preferred placement firms among others as they provide the right candidates and companies according to their various requirements.
* **It** is a company which is actually the back office of an Irish Restaurant named **FIBBER MAGEES**. It is one of the prominent restaurants on Dubai, and it is located on Sheik ZayedRoad near to World Trade Center Dubai. This is the company which controls whole activities that is being held on the restaurant and also Fibber Magees has various other branches on various part of Dubai and XO Enterprises act as a head office for whole branch.

**Job Description**

* Update and maintain accounting journals, ledgers and other records detailing financial business transactions
* Handling all documentations includes Quotation, Purchase Orders, Sales, Purchase, Receipts , Payments, and other related documentations
* Maintain healthy liquidity in operations by reviewing day today cash inflows and outflows
* Reconciles A/R, A/P & other subsidiary accounts & multiple bank accounts by gathering and balancing information
* Maintain inventory records and reports on materials available and required
* Prepare and review a pay roll accounting, leave salary, gratuity and other employee’s benefits calculation and update the in formations in the employee records on HRMS system
* Perform the closing procedures for the periodical closings as monthly, quarterly and year end closings
* Preparing the timely and accurate financial statements and reports (T/B, P&L, B/S , Cash Flows & Aging) for management review
* Prepare and process for financial statements and coordinate the audit
* Provide time to time information to the Management.
* Maintain time management report.

**EDUCATIONAL QUALIFICATION**

* Bachelor of Commerce (B.Com), Calicut University, Kerala, India
* Certificate of International Financial Accounting, Institute of International Accountants, India

**IT SKILLS**

* MS Office
* Tally ERP 9
* Peachtree
* Sage
* Confident to do any accounting software

**PROFESSIONAL STRENGTH**

* Ability to Prioritize
* Sound knowledge on how to develop professionally effective relations with the staff personnel and external professionals of the industry
* Capability to bring forth complex accounting issues before the management and ability to come up with optimum solutions for those problems
* Highly enthusiastic and persuasive with excellent communication skills
* Provide technical support and advice on management
* Ensure compliance of clients corporate needs and objective

**PERSONAL DETAILS**

Date of Birth : 20/01/1996

Gender : Male

Nationality : Indian

Marital Status : Married

Religion : Islam

Languages Known : English, Malayalam, Hindi and Tamil

**REFERENCE**

Reference will be provided on demand