LUKMANUL

**Dubai, United Arab Emirates**

**Email:** **lukmanul-394289@2freemail.com**

**English, Hindi, Malayalam, Tamil**

**Seeking Assignments as Accountant/executives in Accounts/Finance/ Inventory/Back office Department with an Organization of Repute.**

**Professional Synopsis**

* A dynamic professional with **more than 5 years** of rich experience in **Accounting &** **Inventory** operations with diverse industries.
* Comprehensive experience in implementing systems, procedures & manuals for managing preparation & maintenance of statutory books of group accounts & financial statements including P&L account, Journal, Balance Sheet, Bank Reconciliation Statement ensuring conformance to time, accuracy and statutory norms.
* Skilled in managing preparation of **MIS reports** for providing feedback to top management for controlling performances, payables & receivables, profitability, etc.
* **Possess sound knowledge of ERP Systems**
* **Advanced in MS Excel and proficient in Tally Erp.9, Peachtree, quick books, Gravity ERP**
* An effective communicator with good relationship building and interpersonal skills.

**Other Key Skills**

* Operation management
* Fixed Asset Management
* Branch/ out let operations

- Receivables & Payables Mgmt - Cash mgmt.

- Liaising & Coordination - Customer service

- Inventory management

**CAREER RECITAL**

**From July 2017 to April 2019** **/// Accountant Assistant Cum inventory**

**Key Deliverables of Accounts**

* Provides day to day Accounting operations support
* Independent handling of payment to suppliers , receivables from debtors
* Post all journal entries including closing entries, expenses allocating entries and group entries.
* Compute taxes owed, prepare tax returns report, and submit reports to senior accountant
* Preparation of payroll Report and disbursement of WPS around 15 employees
* Preparation of various reports like ageing analysis, income and expenditure statement.

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**Key Deliverables of Inventory**

* Stocks maintaining goods receiving and preparing the GRN
* Follow up with the suppliers for the pending orders , and inform the same to the purchase in charge
* If the stock is not available in stores then immediately inform and suggest the substitutes
* Follow up with the suppliers for the tax credit note of the returned item & undelivered products and inform to the purchase in charge
* Removing the expired or damaged items from the floors and from the system.
* Participating in the yearly and half yearly stock taking in the floor and other locations.
* Maintain proper file of the purchase invoices with the GRN & LPO for the record.
* Assisting the Purchase in charge and floor managers to prepare the monthly reports

**From Sept ’2015 to Jan ’2017.** **/// Accountant cum admin assistant**

**Key Deliverables**

* Generating and finalizing various Books of Accounts and Reports associated with Payables, Receivables as well as Cash management. Coordinating with all departments on behalf of Management
* Follow-up and Monitoring Collection and Allocation of Payments, Customer account details for Nonpayment, delayed payments and other irregularities.
* Responsibilities of all record keeping aspects of Accounts Payable, such as Payment due dates & amounts. Prepare and keep AP Registers, Monthly Reports for Management. (**Tally ERP V 9, MS EXCEL). Including MIS Reports and BRS**
* Exposure in dealing with suppliers for their various credit periods and debt collection from the customers those has credit facilities.

**Notable Highlights**

**May ’2013 – Aug ’2015** **/// Assistant Accountant**

* Involved in the generation and finalization of various Books of Accounts, Stock Inventories and Taxation reports for various Clients. (**Manual & Tally 7.2)**
* Rendered assistance to the Senior Accounts Officer for the generation of various Books of Accounts and other Financial statements
* Rendered assistance towards typing, filing, preparation & finalization of Books of Accounts (Cash Book, Purchase Ledgers, Sales Ledgers, Journal and Stock inventories).
* Involved in the generation of Manufacturing, Trading, Profit & Loss Account and Balance Sheet for various firms and provided assistance the Auditor for Auditing the Books of accounts of various clients. (**Manual** &**Tally 7.2**)
* Verification of Banks Reconciliation Statements, Fixed Assets and Stock verification
* Filing and return of K vat and and making online transactions
* Preparation of monthly banking reconciliation statements

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**ACADEMIA**

**Bachelor of commerce /// 2011 -> 2013**

**Higher secondary education /// 2009-> 2010**

***COMPUTER SKILLS***

**TALLY ERP 9, PEECHTREE, QUICK BOOKS, GRAVITY, ACRO-BIS**

**MS EXCEL, MS WORD, MS POWERPOINT, ADOBE PHOTOSHOP**

**PERSONAL DOSSIER**

Date of birth

: 06/11/1992 – Age 26

Passport Details

: M7079297

Issued Date

: 06/03/2015

Expiry Date

: 05/03/2025

Place of issue

: Malappuram

Visa status

: Employment Visa

I hereby confirm that the information furnished above is true to the best of my knowledge.

Thank you

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