**ABDUL**

**E- Mail:** [abdul-399732@2freemail.com](mailto:abdul-399732@2freemail.com)

**Mobile :** 0504753686

**Location**: Dubai

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**Career Objective:**

Seeking an accounting and finance related position, willing to consider various aspects of financial fields such as internal audit, general accounting or any suitable position in accounting that offer an opportunity for career growth and development

**Summary of Skills:**

• Over 16 plus years of experience in accounting as an Accountant handling various financial and management accounting functions such as finalization of accounts, cash flow and management reports.

• Well Experienced in Microsoft Word, Excel, and Internet.

• Experienced in evaluating and modifying internal control systems.

• Working knowledge in different accounting software.

• Knowledge of E-TDS.

• Good management and organization skills.

• Willing to learn, flexible and adaptable.

• Team Player, problem solver and analytical

**Summary of Qualifications:**

• Pursing CA (intermediate) conducted by The Institute of Chartered Accountants of India.

• Commerce graduate (B.Com) from Madras University, India.

• Knowledge of Computers - Microsoft Office and Accounting Package – Tally

ERP9 SYSTEM, FOCUS, RITZY SHIPPING & ACCOUNTS/PEACH TREE /ZOHO BOOKS

**Work Experience: 4**

**Accounting firm based in Dubai**

Working as General Accountant Fom 23rd Nov 2018 to Still

* Monthly accounting on accounting software or any cloud based software.
* Analyzing and Interpreting the Ledgers.
* Accounts Receivable and Accounts Payable report.
* Recording of Sale, Purchase transaction and VAT on it.
* Input Tax Credit Report as per law.
* Maintaining calendars and frequency for delivery of books.
* Maintaining and reconciling all cash books and Bank statements.
* Preparation and submission of quarterly/ monthly vat return and send report to client.
* Support during annual audits as an additional service.
* Checking Payroll Register.
* General ledger Reporting.
* Balance sheet generation and review.
* Financial statements & custom reporting.
* Fixed asset management.

**Work Experience: 3**

**FIDA PERFUMERY WORKS PVT LTD**

**KRISHNAGIRI INDIA.**

Worked as an Senior Accoutant cum Administration Fom 25th Oct 2013 to 31st Oct 2018

 Verify, allocate, post and reconcile accounts payable and receivable

 Produce error-free accounting reports and present their results

 Analyze financial information and summarize financial status

 Spot errors and suggest ways to improve efficiency and spending

 Review and recommend modifications to accounting systems and procedures

 Manage accounting assistants and bookkeepers

 Provide input into department’s goal setting process

 Prepare financial statements and produce budget according to schedule

 Assist with tax audits and tax returns

 Direct internal and external audits to ensure compliance

 Plan, assign and review staff’s work

 Support month-end and year-end close process

 Develop and document business processes and accounting policies to maintain and strengthen internal controls

**Work Experience**: **2**

**SHIPPING & LOGISTICS CO.W.L.L.Bahrain.**

**SENIOR ACCOUNTANT**.

Worked as an Senior Accountant from 26th May 2010 to JUNE 2013

**Job Description:**

• Maintaining Accounts, Preparation of monthly Financial statements, Asset accounting.

• Financial & Performance reports, Asset utilization.

• Computer & Manual Accounting up to Finalization and Monthly & Yearly Trial Balance.

• Funds planning, Credit policy, Debt receiving, Stock reconciliation, Cost control & analysis.

• Monitoring Accounts Receivables, Payables and Cash Disbursement & Expense Recording.

• Preparation of Analysis of aging debtors and creditors and follow up for payments.

• Preparation of monthly sales budgets & variation analysis.

• Payroll system, employee’s monthly salaries, indemnity, insurance, annual leave etc…

• Daily checking office petty cash

• Customer accounting / bank reconciliation.

• Compliance with the statutory requirements, submission of returns, completion of assessments.

• Preparation & Monitoring of Budget / Costing of products, Feasibility study.

• Analyze collection credibility of Customers & Dealers.

• Maintain Books of Accounts, such as Debtors, Creditors, PDC entry.

• Preparing monthly receivables and payables list with aging analysis if necessary. Sending statement of accounts to all debtors every month and obtain their confirmation periodically and difference if any noticed will be rectified immediately. For payables statement of account will be obtained from the suppliers once in three months and check whether our book balances are in accordance with their balance.

• Preparation of company Trail balance, profit and loss accounts, and Balance sheet. • Preparation of MIS REPORT

**Work Experience**: **1**

**SHARIFF & Co., Chennai, India.**

**(A Chartered Accountant firm**)

Worked as an Article clerk / Audit Clerk from 09th May 2002 to 15th April 2010

**Responsibilities:**

• Audit of Accounts- Internal and Statutory Audits.

• Book keeping for clients.

• Handling the Tax matters on behalf of the clients.

Job Description:

• Prepare financial reports detailing assets and liabilities, capital, balance sheet, profit and loss statement and other related reports to summarize current and projected company's position.

• Prepare and maintain general subsidiary ledgers (monthly bank account reconciliation, cash collections, ageing of accounts receivables, monthly customer’s statement of accounts, payables to principals and suppliers, employee’s dues and benefits, depreciation of assets, and other operating expenses).

• Internal audit of various small and medium level organization and preparation of Audit reports.

• Coordinate with external auditors in preparation of schedules, supporting documents and all relevant paperwork in preparation for annual audit, final and adjusted balance sheets and cash flow statements.

• Design, implement and monitor general accounting control system including: internal audit procedures, department’s budget control, general ledger entries and update of other related documents as necessary.

• Provide assistance to the accounting team and training. & Handle the Dept. in the absence of the Finance Manager.

Language Proficiency:

• Fluent in Written and Spoken Languages viz. English, Urdu, Hindi, Tamil

Other Skills:

• High sense of responsibility.

• Excellent administration skills.

• Strategic prioritizing skills.

• Positive attitude and excellent communication skills.

• Quick study with an ability to achieve organizational integration rapidly.

• Energetic & self-motivated team player, Ability to work with others.

Personal Details:

Name :ABDUL

Religion : ISLAM

Date of Birth : 02-06-1981

Sex : MALES

Marital Status : MARRIED

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