

ABBAS S

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📍 Al Sabkha, Dubai, UAE | 🌐 Nationality: Indian | 🛂 Visa Status: Visit Visa
| 🛂 Passport No: T3537913



Professional Summary

Diligent and detail-oriented Accountant with extensive experience managing multiple client accounts within a dynamic firm environment. Proficient in conducting meticulous financial analysis, ensuring regulatory compliance, providing insightful reports, and fostering strong client relationships. Adept at accounts finalization, VAT filing, bank reconciliation, petty cash management, and debtor and creditor reconciliation.

Core Competencies

- Accounts Payable/Receivable
- Journal Entries & Ledger Management
- Invoice Processing & Tax Compliance
- Tax preparation and Assistance
- Petty cash management
- Vat filing
- Financial Reporting & Reconciliation
- Time Management & Organizational Skills

Professional Experience

- Accountant
Bajaj Two Wheelers (Bajaj Finserv) | Sankarapuram | Nov 2021 – Jan 2025
 - Posted and processed journal entries to record all business transactions.
 - Verified accuracy of invoices, payment amounts, and financial records.
 - Managed accounts receivable and payable; ensured timely reconciliations.
 - Maintained spreadsheets for sales/purchase ledgers and financial statements.
 - Assisted in preparing income statements, balance sheets, and other financial documents.
 - Generated export documentation including invoices, packing lists, and shipping instructions.
 - Handled contract preparation and coordinated with purchase and manufacturing teams.
 - Ensured export documentation compliance as per delivery terms and client requirements.
 - Assisted in month-end and year-end closings and report submissions.

Education

Bachelor of Business Administration (BBA)
Jamal Mohamed College, Bharathidasan University, India
2014 – 2017 |

Technical Skills

- Tally ERP 9
- MS Word
- MS Outlook
- MS EXCEL
- Export Documentation Tools

Soft Skills

- Problem Solving
- Attention to Detail
- Interpersonal Communication
- Accountability
- Clerical Accuracy
- Time Management

Personal Details

- Date of Birth: 31 January 1996
- Marital Status: Single
- Religion: Islam

Languages

- English (Proficient)
- Tamil (Native)
- Urdu (Fluent)
- Hindi (Proficient)