

# ABDUL RAHEEM



Result oriented professional with 10+ years of versatile experience in financial reporting, accounts payable and receivable and Tax compliance. Maintains financial records for subsidiary companies by analyzing balance sheets and general ledger accounts. Demonstrated ability to effective plan, coordinate and meet deadlines, self-driven, able to prioritize tasks and implement changes smoothly. Strong analytical skills, self-confident, able to work hard with dedication.

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📍 Al Murar , Deira , United Arab Emirates

## SKILLS

- Flexibility & Adaptability
- Preparing Tax returns
- Spreadsheet Proficiency
- Team Working , Relationship
- Advanced Analytical Skills

## SOFT SKILLS

- Client Relationship Management
- Time Management
- Creativity and Innovation
- Problem-Solving abilities

## TECHNICAL SKILLS

**Operating Systems:** All windows including window 10 and Windows Server 2008.

**Computer Literacy:** Microsoft Office | QuickBooks | MS Excel | SAP ( Intermediate )

## WORK EXPERIENCE

### Accountant

#### Pentarch The Tech Designers and Builders

Tamilnadu , India

March 2023 - March 2024

- Analyzing financial statements and reports to identify trends, discrepancies, and opportunities for improvement.
- Supervising, preparing, verifying, and maintaining financial records, including journal entries and general ledger accounts.
- Identify areas for improvement and implement improvements to processes.
- Review and update accounting processes and procedures as needed.
- Assisting in the training and developing of junior accountants, providing guidance on best practices and resolving complex accounting issues.
- Collaborating with auditors and assisting with financial audits to ensure compliance and accuracy.
- Working closely with tax professionals to prepare tax returns and meet tax obligation.

## WORK EXPERIENCE

### **Accounts Manager** **Shaann Carriers and General Dealers Limited** *Sep 2018 - Sep 2021*

*Lusaka , Zambia*

- Lead, manage and monitor accounting functions
- Develop, generate and manage timely accounting reports.
- Ensure reconciliation of Bank accounts and other accounts.
- Oversee and manage the general accounting functions, including, but not limited to: accounts payable, accounts receivable, general ledger, and taxes
- Monitor general ledger, accounts receivables, accounts payables and other records.
- Monitor month-end reports, schedules, payments and receipts.
- Create and monitor an effective internal audit system.
- Perform and oversee annual audits
- Ensure compliance of all accounting processes to that of the organization's goals.

### **Junior Accounts Manager** **Lamise Investments Limited** *Oct 2011 - July 2018*

*Lusaka , Zambia*

- Maintenance and administration of database of the Company including sister concerns, personal files and firms for the group.
- Prepare journal entries and reconciliations for monthly general ledger close.
- Assist with testing and receive final approval for system reports require for management, Financial and general ledger reconciliations.
- Secures financial information by completing database backups; keeping information confidential.
- Document policies, procedures and workflow for assigned areas of responsibility.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Assist in preparing assigned schedule for annual and interim audit.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines

### **Hardware and Networking** **Hi-Tech Systems Limited** *July 2008 - Dec 2009*

*Tamilnadu , India*

- Collaborate with department heads to assess near- and long-term network capacity needs.
- Create and maintain documentation as it relates to network configuration, network mapping, processes, and service records.
- Ensure network connectivity of all servers, workstations, telephony equipment, fax machines, and other network appliances.
- Oversee installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, and peripheral devices

- Monitor and test network performance and provide network performance statistics and reports. Participate in managing all network security solutions.
- Manage servers, including database, e-mail, printers, and backup servers and their associated operating systems and software.
- Design, implement, and maintain Audio/Video systems

## **EDUCATION**

### **MCA**

Barathidasan University - Tanjavur , Tamilnadu

### **Bachelor of Science (Mathematics)**

M.S University, Tirnelveli

## **CERTIFICATES**

Post Graduate Diploma In Information Technology ( PGDIT )

## **LANGUAGES**

English, Malayalam, Tamil

## **PERSONAL INFORMATION**

Date of Birth: 30-May-1983

Gender: Male

Nationality: Indian

Passport Number: Y7269352

Date of expiry: 03-09-2033

Place of Issue: Madurai

Driving License - India Light Vehicle

## **REFERENCES**

References will be furnished upon request.