

## ABDUL RAHIMAN

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Lucky roundabout, Industrial area1, Ajman



### Objective

Astute accounting professional bringing 4 years of experience in FMCG company & Trading company. Successful at revamping and strengthening financial controls, reorganizing processes and simplifying procedures to maximize efficiency and accuracy of accounting records. Proficient in SAP ,TALLY ERP9 and MS OFFICE SUIT.

### Experience

#### Ideal Sweet& pastry llc, Ajman ,UAE

Jan 29, 2022 - Till date

Accountant (SAP , Ms-Office , SD)

- Managing all kind of accounting transaction(UAE,SAUDI,OMAN
- Preparation of credit notes and debit notes.
- Handling petty cash and preparation of cheques.
- Handling the statements and inventory data for UAE other gcc countries.
- Prepare MIS on weekly/monthly basis and other accounting statements for UAE and gcc countries.
- Preparation of statement of accounts and sharing with the customers/vendors on time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable on daily basis.
- Expert in handling with customers on O/B.
- BRS of all the company's bank statements on daily basis.UAE and SAUDI.
- Compute taxes and pretax returns.
- Manage balance sheets and profit/loss statements
- Managing of inventories & keeping track of all inbounds and outbound.UAE and OMAN.

## AI Madeena Tradingco.Kerala, India

2019 - 2021

Accountant cum Admin assistant (Tally ERP9 , Ms- office)

- Answering and replying for calls and mail
- Gathered financial information, prepared documents, and closed books.
- Created credit and debit notes as per the transactions.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Documented all cash, credit, fixed assets, accrued expenses and line of credit transaction.
- Monitored outstanding invoices and performed collection duties.



## Education

### Mangalore University

2018

Bachelor of commerce

70%

### Mangalore University

2015

Pre university

70%



## Skills

- ➡Accounts receivable and payable ➡Accounting systems and software ➡Bookkeeping
- ➡Account Reconciliation ➡Analysing and preparing of final statement balance sheet and P&L account ➡Cashier



## Personal Details

Date of Birth : 15.08.1997

Marital Status : Single



## Language

English, Malayalam, Hindi, Arabic, Kannada



## Certifications

Advanced Tally with GST | IICT,Bangalore

ERP - SAP | MICE Man I pal

Ms office: Excel,word



## Declaration

Abdul rahiman,hearby declare that all details furnished,above are true and best of my knowledge and belief.

