

ABDUL RAHIMAN

ACCOUNTANT

Contact

Lucky roundabout, Ajman
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Education

Mangalore University 2018
Bachelor of commerce

Mangalore University 2015
Pre university

Key Skills

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

Personal Details

- Date of Birth : 15.08.1997
- Marital Status: Single
- Nationality : Indian

Objective

Astute accounting professional bringing a total 4 years plus 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

Jan 29, 2022 - Till date ((SAP, MS-Office, SD)
ACCOUNTANT • Ideal Sweet& pastry LLC, Ajman, UAE

2019 – 2021 (Tally ERP9, MS- office)
Accountant cum Admin assistant • Al Madina Trading co. Kerala, India

Responsibilities:

- Managing all kinds of accounting transactions.
- Preparation of credit notes and debit notes.
- Managing petty cash and preparation of cheques.
- Managing the statements and inventory data for UAE & GCC
- Prepare MIS on a weekly/monthly basis.
- Preparation of SOA and sharing with the customers/vendors.
- Handle monthly, quarterly, and annual closings.
- Reconcile accounts payable and receivable daily.
- Expert in handling customers on O/B.
- BRS of all the company's bank statements daily.
- Compute taxes and pretax returns.
- Manage balance sheets and profit/loss statements
- Managing of inventories.
- Keeping track of all inbounds and outbound in UAE.

Languages

- English
- Hindi
- Malayalam
- Arabic

Declaration

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