

RESUME

JAFAR ALI.I

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OBJECTIVE:

To grab an opportunity and set myself a goal where I can be innovative and attain a challenging position by exercising my interpersonal and professional skills to the fullest from the growth of the organization and mine as Well.

EDUCATION QUALIFICATION:

- Degree in B.com(CA) from Sadakathullah Appa College in 2014
- Schooling from state board in 2011

EMPLOYMENT DETAILS: 1

Organization : GMT Watches & Jewellery, Dubai
Designation : Accountant, Cashier
Duration : From February 2022 to December 2022

ROLES AND RESPONSIBILITIES:

- Cash handling and reconcile all cash dropped in front desk.
- Controlling the payroll.
- Preparing profit and loss accounts for the management.
- Handling month end accounts.
- Scan goods and collect payments.
- Make sales referrals, cross-sell products and introduce new ones.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Assist senior accountants in the preparation of monthly/yearly closings.

EMPLOYMENT DETAILS: 2

Organization : Madurai Restaurant LLC , Abu Dhabi
Designation : Accountant
Duration : From September 2020 to January 2022 .

ROLES AND RESPONSIBILITIES:

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations. Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.

- Assist senior accountants in the preparation of monthly/yearly closings.
- Prepare and submit weekly/monthly reports.
- Assist with other accounting projects.

TECHNICAL SKILLS:

- MS-Office
- Tally ERP 9.0
- Quick books
- SAP Software
- VAT
- Reporting Skills
- Attention to Detail
- Deadline-Oriented
- Time Management
- Data Entry Management

COMPETENCIES:

- Reviewing and monitoring Financial statement and day to day operations.
- Ratio analysis and Performance management.
- Working well under strict deadlines and pressure.
- Supplier, Customer and Bank Reconciliation.
- Knowledge in payroll preparation.
- Sorting financial documents and posting them to the proper accounts.

PERSONAL INFORMATION:

Date of Birth	- 28/03/1994
Sex	- Male
Nationality	-Indian
Marital Status	-Married
Languages Known	-English, Tamil, Hindi, Malayalam
Address	-Ramanathapuram
	-Tamil nadu
	-INDIA
Passport No	-M5228535
Passport Expiry	-05-01-2025

DECLARATION:

I hereby declare that the details furnished above are true to my belief and to the best of my knowledge. I assure that I shall work to the best of my abilities and capabilities if provided an opportunity to work in your esteemed organization.

Place:

I. JAFAR ALI

Date: Dubai

Supporting documents will be provided on request