

AZAD ABDUL SAMATH

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CAREER OBJECTIVE

To pursue a long-term career in the field of Finance & Accounts where I can utilize and consistently upgrade, my knowledge and skills and be part of a team that works together passionately to achieve the Organization's goals, growth, and objectives. This would provide me as an opportunity to enhance my knowledge and abilities for better and rewarding future.

STRENGTHS

- Holds over 15 years of professional experience.
 - Flexible & adaptable to new work environment.
 - Good command on Accounts.
 - Strong communication to service excellence.
 - Tact to deal with individuals at all levels.
 - Can work independently or a team.
 - Proficiency in using computer applications.
 - Highly motivated, well organized, result oriented, time oriented and thrives under pressure.
 - Working knowledge in MIRNA, RAS, RISA, SAP, and Tally 6.3 ERP.
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ACHIEVEMENTS

Performed consistently with indefinable enthusiasm, commitment and dedication which contributed to the achievement of organizational goals.

Successfully established managerial skills and attained proficiency in analyzing issues in the field.

Efficiency and effectively deliver work on timely manner.

EMPLOYMENT HISTORY

M/s AL RAWABI DAIRY COMPANY LLC – DUBAI, U.A.E

(Among one of the oldest and leading FMCG company providing Dairy, Bakery & Meat products in UAE)

Job Title: Assistant Accountant (From May 2011 to Aug 2022)

Core work Exposure in: -

Receivables Management.

- Receiving of daily route sales cash and deposit to the bank.
 - Reconciliation of Invoices.
 - Posting of Invoices in the system.
 - Petty cash handling.
 - Debtors follow up and Collection.
 - Preparation of Receipt and Posting to the G/L.
 - Preparation of monthly debtor's aging.
 - Bank and G/L Reconciliation.
 - Document control.
 - Preparation of monthly sales report.
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M/s ALI MOHAMMED TAHER BUILDING MATERIAL TRADING LLC – AJMAN, U.A.E

(Among one of the leading Building Materials trading in UAE)

Job Title: Assistant Accountant (From March 2006 to March 2011)

- Payables Management.
 - Checking & Verification of purchase orders.
 - Booking of invoices.
 - Preparation of cheques for suppliers as per payment terms comply with company financial policies and procedures.
 - Reconciliation of Supplier accounts.
 - Maintain stock movements.
 - Journal entry.
 - Costing.
 - Bank Reconciliation.
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QUALIFICATIONS

Bachelor of Science (Computer) – Year 2000 – 2003.

Marthoma College of Science and Technology / Kerala University, India.

Certifications:

Advanced Diploma in Computerized Financial accounting from Tally.

Data Preparation & Computer Software (NCVT – Govt. of India).

Computer Literacy

MS Office (MS Excel, MS Word, MS PowerPoint), C, C++, etc.

PERSONAL DETAILS

Nationality	:	India
Date of Birth	:	2 nd Jan 1978
Marital Status	:	Married
Visa Status	:	Visit Visa
Driving License	:	UAE, Indian
Languages	:	English, Malayalam, Hindi, Urdu, Arabic.

REFERENCES

Furnished promptly upon request.