



FAHAD KK

ACCOUNTANT

AL KARAMA-DUBAI UAE

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Highlights

- ❖ Financial analysis
- ❖ Account Receivables
- ❖ Accounts Payables
- ❖ Accounting Vouchers
- ❖ Inventory Control
- ❖ Bank Reconciliation
- ❖ Documentation
- ❖ Financial Statement

Visa status: Visiting visa **PERSONAL DATA**

Date of Birth : 15th Feb 1994
Sex : Male
Nationality : Indian
Marital Status : Married

LANGUAGE

English - Professional
Hindi - Professional
Arabic - Intermediate

EDUCATION

Master of commerce

Pass out -2016

Calicut University -Kerala -India

Bachelor of Commerce

Pass out -2014

Calicut University -Kerala -India

SOFTWARE SKILLS

- ❖ SAP
- ❖ TALLY
- ❖ QUICK BOOKS
- ❖ PEACH TREE
- ❖ MS EXCEL
- ❖ MS WORD
- ❖ MS POWERPOINT
- ❖ ZOHO BOOKS

ABOUT ME

Flexible and exceptional dedicated professional with almost 7+ years of experience in the accounting and finance domain. Adopts seamlessly to constantly evolving accounting processes and technology. Adept at budget forecasting, financial reporting, and corporate tax planning. Specialize in financial planning, reporting, and analysis..

WORK EXPERIENCE

MARCH 2022-OCTOBER 2023

ACCOUNTANT RECEIVABLE -CASTLE GROUP-KERALA -INDIA

- ❖ Managing accounts payable and receivables using Tally Prime
- ❖ Analyses the day-to-day functioning of the company
- ❖ Handling petty cash accounts.
- ❖ Assisted the manager in planning and implementing strategies
- ❖ Monitored inventory and production based on merchandise demand
- ❖ Deal with inquiries and complaints, and monitor customer service.
- ❖ Managing bills and fund transfers
- ❖ Physical stock verification
- ❖ Organizing and distributing staff schedules according to business requirements.

DECEMBER 2019- JANUARY 2022

ACCOUNTANT-LULU GROUP INTERNATIONAL- ABU DHABI

- ❖ Managing accounts payables and receivables using SAP ERP.
- ❖ Thorough scrutiny and posting of supplier bills and VAT invoices by the vendor invoice management system (VIM)
- ❖ Bank, cash, and credit card reconciliation.
- ❖ Booking provisional entries, handling GL accounts, and cost-centre-wise booking of income and expenses
- ❖ Related party reconciliation (sister concerns)
- ❖ Preparation of check payment by reconciling vendor SOA.
- ❖ Assisting auditors in both internal and external audit requirements.
- ❖ Assisting the team head in preparing monthly financial reports and preparing for VAT filing
- ❖ Forecasting is based on previous records and expectations. And preparing a business plan. attending regional and group meetings for updates and revisions.
- ❖ Reports to various managements, such as
- ❖ Daily and monthly-wise target reports are sent to supervisors, buyers, managers, GMs, and accounts managers.
- ❖ Bank balance and check issue report to finance team
- ❖ Bank, credit card, and cash reconciliation reports to audit.
- ❖ GR-IR reconciliation reports to the audit and accounts manager three times a month.
- ❖ Monthly financial report to audit.

OCTOBER 2016- SEPTEMBER 2019

ACCOUNTANT EXECUTIVE-PPTM ARTS AND SCIENCE COLLEGE

- ❖ Responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year. Preparing accounts and tax returns
- ❖ Monitoring spending and budgets
- ❖ Auditing and analysing financial performance
- ❖ Financial forecasting and risk analysis.
- ❖ Keeping account books and systems up to date.