



HABEEB RAHMAN PV

Accountant

Place: Abu Dhabi, UAE

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Highlights

- Accounting Vouchers
- Receivables
- Accounts Payables
- Inventory Controls
- Payroll Deposits
- Bank Reconciliation
- Petty Cash
- Report Preparation
- Financial Statements
- Documentation

Languages

- Malayalam (Native)
- English
- Hindi

Hobbies

- Drawing
- Craft making

Objective

Looking forward to join a well-reputed organization as an accountant in order to utilize my skills & qualifications in accounting and auditing which I can interact and work efficiently in a dynamic environment to prove myself, where I can pursue my ambitions and succeed within a cooperative team.

Experience

Accountant

- Candles Hardwares (March 2023 – Nov 2023)
Kerala, India
- Global Mart Super Market (Feb 2020 – Feb 2023)
Kerala, India
- ABC Sales Corporation (June 2016 – May 2019)
Kerala, India

Duties

- Recording of different vouchers, setting up chart of accounts and general ledgers.
- Document supporting and source data of financial transactions including quotations, invoices and delivery notes by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, cash flow statement and other reports.
- Managing and Reconciliation of accounts payables, receivables, banks, owner's current a/c and related party accounts.
- Handling employee payroll and benefits including PF, ESI, PT, Gratuity etc (India).
- Secures financial information by completing data base backups.
- Adhere to statutory compliances regarding GST
- Manage month-end and year-end closing procedures including adjustment entries.
- Account accruals, deferrals, prepayments and provisions including calculation and recording of bad debts.

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- Inventory management including maintenance of registers and timely records of stock in and out.
 - Summaries the financial data and prepare consolidated statements and MIS reports.
 - Calculate, prepare and post entries pertaining to amortization of fictitious assets.
 - Carry out the business correspondence of the company in the form of emails, letters and memos efficiently.

Qualification

- Master of Commerce (M.Com) Madurai Kamaraj University, 2014.
- Bachelor of Commerce (B.Com) Kannur University, 2011.

Certification

- Certificate in Master in International Financial Accounting - 2023
- Certificate in Foreign Accounting
- Certificate in MS Office

Additional Skills

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|----------------------|----------------|
| • Good Communication | • Punctuality |
| • Dedication | • Accuracy |
| • Hard work | • Adaptability |

Technical Skills

- Tally
- MS Office
- Quickbooks
- Peachtree
- Confident to do any accounting software

Personal Profile

Date of Birth	: 24th August 1990
Nationality	: Indian
Marital Status	: Married
Visa Status	: Visit
Availability to Join	: Immediately

References

References will be provided on demand.
