



IRFAN S

Accountant/ Accounts Executive

+971 50 116 4243

habibirfan2301@gmail.com

23-Jan-2000

PROFESSIONAL SUMMARY

Certified Bachelor of Business Administration (BBA) degree holder with additional certified courses. Possess 4 years of experience in financial reporting, cost control analysis, and bookkeeping, working under time constraints in both India and the UAE. Skilled in stock maintenance, banking duties, AutoCAD drawing, and highly proficient in Excel and Tally

EDUCATION

Bachelor of Business Administration (BBA)

Hindusthan College of Arts & Science, Coimbatore (2018 – 2021)

VISA STATUS (UAE)

Entry Date: 04-June-2025

Expiry Date: 03-Aug-2025

TRAINING & CERTIFICATION

- MS Excel Advance
- Manual Accounting
- Tally ERP9 + GST
- Tally Prime
- AutoCAD 2D & 3D Modelling

LANGUAGES

- **Tamil** – Native
- **English** – Fluent
- **Hindi** – Basic Understanding
- **Malayalam** – Basic Understanding

SKILLS

- Financial Reporting & Bookkeeping
- Accounts Payable/Receivable
- Tally ERP9 & Tally Prime
- Advanced MS Excel (Pivot Tables, Formulas, MIS)
- Petty Cash & Cost Control
- Inventory & Stock Management
- Financial Reconciliation
- AutoCAD 2D Drafting (Basic)

WORK EXPERIENCE

Spectra Mechanical Equipment Trading LLC, Dubai, UAE

Accountant & Operation Assistant

July 2022 - Apr 2024

- Ensured timely and accurate processing of contractor payments and vendor invoices with proper supporting documentation
- Performed monthly ledger and vendor account reconciliations to identify and resolve any discrepancies
- Prepared Management Information System (MIS) reports to track project schedules, outstanding client payments, and follow-up actions

- Managed petty cash disbursements and maintained detailed records of office expenditures for audit and compliance
- Prepared sales and purchase vouchers in Tally ERP with accuracy
- Maintained inward/outward stock records in Excel for warehouse inventory control
- Created and organized monthly delivery notes for dispatch tracking
- Handled creditor accounts and ensured timely collections with proper PCD documentation
- Drafted 2D AutoCAD designs and assisted in simulation planning for projects
- Supported production coordination in conveyor manufacturing to streamline operations

WEA Designs Pvt Ltd, Bengaluru

Accounts & Admin Executive

May 2024 - May 2025

Accounts Duties

- Managed daily cash, online payments & monthly reconciliations using Excel, Tally & bank statements
- Processed contractor payments and vendor invoices with accurate documentation
- Conducted monthly ledger & vendor reconciliations to resolve discrepancies
- Generated MIS reports to monitor project timelines, client dues & payment follow-ups
- Controlled petty cash and monitored office expense reports with proper filing

Admin Duties

- Tracked office assets & inventory in Excel for streamlined operations
- Coordinated office supply procurement, IT services & maintenance schedules
- Maintained physical and digital records of dispatched/received items
- Handled inquiry emails, vendor follow-ups & client visits for smooth communication
- Ensured timely payments for utilities, EMIs, and service bills

Varnalaya Clothing Pvt Ltd, Coimbatore

Accounts Assistant

Jan 2021 - Feb 2022

- Created monthly vendor-wise outstanding reports and ensured timely follow-ups for collections
- Maintained daily Excel logs for cheque clearances, online, and cash transactions
- Verified bank reconciliations and processed vendor account adjustments
- Supported month-end/year-end closings by validating receivable balances
- Issued and tracked sales invoices with organized documentation

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.

Date: 25.05.2025

Place: Dubai, UAE

Signature

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