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Al nahda st – Al Qusais-UAE

EDUCATION

Bachelor of Commerce:
Graduation in Commerce
**Madurai Kamaraj
University**, Madurai -
Tamilnadu, April 2010

Diploma :Diploma in financial
Accounting with Tally ERP9
&Tally PRIME, Gulf VAT

Diploma : Diploma in
Computerized
Professional Accounting
**J.D.T Islam
Vellimadukunnu.**,
Kozhikode,Kerala, 2009

Higher Secondary in
Commerce: Department
Higher Secondary
Education Kerala
CKG MHS Chingapuram,
Kozhikode, Kerala, March
2007

LANGUAGES

RAHMAN NP

PROFESSIONAL SUMMARY

Personable Office Administrator with 4.5 years of experience prioritizing multiple tasks requiring prompt solutions. Talented problem-solver managing workloads while greeting visitors, answering incoming phone calls and fulfilling staff members' requests. Professional and welcoming in creating upbeat work environment.

Detail-oriented Accountant with 5 years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures.

SKILLS

- Planning Events
- Managing Office Supply Inventory
- Office Management
- MS Office Suite
- Accounts Payable and Receivable
- Schedule Management
- Accounting and Bookkeeping
- Sales Expertise
- Customer Service
- Quantity Checking
- Tally ERP 9
- Tally PRIME, Gulf VAT

WORK HISTORY


October 2019 – May 2024

AL-Essa Medical & scientific Equipment Co. W.L.L

Accountant & Administrator, Shuwaikh Ind -Kuwait


- Administrator and maintain daily front office operations, including greeting clients, responding to phone calls, and performing billing tasks with 100% accuracy.
- Follow-up on Project staff residency process


Malayalam: Native language


English: C1

Advanced

Hindi: B2

Upper intermediate

Tamil: B1

Intermediate

French: B1

Intermediate

Arabic: B1

Intermediate

- preparing & maintaining files for Project.
- Manage balance sheets and profit/loss statements.
- Handling staff leavers (Emergency, Annual, Sick Leave).
- Provides financial information to management by researching and analyzing accounting data and preparing reports.
- Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
- Reconcile accounts payable and receivable.
- Calculate net salaries considering deductions and withholdings.
- Update general ledger and payroll files.
- Avoids legal challenges by complying with legal requirements

March 2015 - August 2018

TTS LLC - Accountant, Deira - Dubai

- Completed data entry tasks with accuracy and efficiency.
- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Provide technical support and advice on management
- Maintain accounting controls by preparing and recommending policies and procedures.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Compiled data and reviewed information for accuracy prior to input.
- Verified accuracy of data before transcribing.
- Support month-end and year-end close process.
- Communicate effectively with clients
- Posts customer payments by recording cash, check, and credit card transactions.

February 2012 - March 2015

Prime Tech Trading Est. - Accountant, Sharja - Dubai

- Gathered financial information, prepared documents, and closed books.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Evaluated and improved accuracy and completeness of financial records.
- Manages the payroll process.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Preparing weekly cash position and send them to my superiors For the purpose of closely monitor company cash flow.
- Preparing employees' monthly payroll after collecting, sorting.