

# Muhammed Asif Abooty

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## SUMMARY

Ambitious and self-motivated accounts/finance professional with 16+ years of GCC work experience in accounts management, excellent knowledge of reporting, and working knowledge of Tally ERP, SAGE Peachtree and other VB based accounting software, seek a responsible career opportunity with a reputed organization, to fully utilize my learnings, knowledge and skills, while making a significant contribution to the success of the company.

## AREA OF EXPERTISE

- \* Accounts Receivable
- \* Accounts Payable
- \* Inventory Accounting
- \* Warehouse Management
- \* Report Generation & Analysis
- \* Delivering Presentations
- \* Budgeting
- \* Issue Resolution
- \* Decision Making
- \* MIS Reports

## EXPERIENCE

### **ACCOUNTANT/FOM**

Feb 2023 – Current Employer

*HOTEL ROYAL BLOOMS, Bangalore - India*

- \* Supervising Front Office Executives, Night Auditors and Housekeeping staff.
- \* Greeting Guests upon arrival and make arrangement for hassle free check-in.
- \* Ensure to adhere all hotel policies, standards, procedures and regulations.
- \* Establish control systems for controllable costs and labor.
- \* Organize and prioritize daily works and monitor progress.
- \* Manage day today Cash and Bank.
- \* Night Auditing and reports.
- \* Managing departmental expenses and monthly payroll.
- \* Month-end closing and reports to management.

### **SENIOR ACCOUNTANT**

Dec 2019 - Oct 2020

*PRECISE GIFTS COMPANY LTD, Riyadh, Saudi Arabia*

- \* Periodical reconciliation of bank account.
- \* Banking and Cash Flow Management.
- \* Manage Accounts Receivables (AR).
- \* Manage Accounts Payables (AP).
- \* Conduct all commercial transaction on the highest ethical standards.
- \* Coordinate with auditors and provide supporting documents for yearly auditing.
- \* Organize, secure, and maintain all files and records in accordance with document retention and confidentiality policies and procedures.
- \* Support Budget department for quarterly and annual budget preparation.
- \* VAT file creation and upload.
- \* Register new product through SABER portal.

### **ACCOUNTANT/WAREHOUSE MANAGEMENT**

Sep 2017 - Jun 2018

*ALFA AL Wafa TRADING, Najran, Saudi Arabia*

- \* Handling day-to-day finance & accounting activities such as Petty cash, Bank transactions, Payments, Billing, vendors, creditors etc.
- \* Process approved requisitions for the purchase of materials and ensure the timely receipt of materials.

- \* Maximize value and optimize saving by coordinating alternate sourcing of material and price negotiations with suppliers.
- \* Resolve disputes arising with suppliers concerning quality, price or delivery problems and handle claims and counter claims as they arise.
- \* Ensuring the quality of the products and prices are within the competitive prices range.
- \* Maintain and store Inventory in a professional manner.

## **ACCOUNTING MANAGER**

Jul 2009 - Aug 2016

*BATHLINE SANITARYWARE TRADING LLC, Sharjah, UAE*

- \* Manage payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- \* Manage Accounts Receivables (AR).
- \* Review and post journal entries for routine transactions prepared by Accounts Assistants.
- \* Periodical reconciliation of bank account, client accounts and principle accounts.
- \* Verify and approve Trial Balances, P&L and Balance sheet for period-end closing.
- \* Ensure the timely receipt of materials through forward planning, knowledge of lead times, market conditions by providing full support to the materials expeditor.
- \* Focusing on maintaining an excellent relationship with the suppliers and finding new suppliers.
- \* Monitor supplier performance to assess ability to meet quality and delivery requirements.
- \* Negotiate and implement annual price agreement with all suppliers.
- \* Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- \* Manage Accounts Payables (AP).
- \* Prepare and distribute salary through WPS system.
- \* Managed Vendor Ageing reports, Direct Cash Flow statement and other MIS reports.

## **ACCOUNTANT**

May 2004 - Jun 2009

*MAWARID TRADING EMIRATES LLC, Dubai, UAE*

- \* Customer Order Processing (**C.O.P**)
- \* Processing Sales orders and ensure the timely delivery of materials.
- \* Manage Accounts Receivables (AR), reconcile Customer statement of accounts and ensure proper collection.
- \* Reviews all goods returned request and generates credit notes.
- \* Coordinate with auditors and provide supporting documents for internal auditing.
- \* Provide support to IT department for Daily/Weekly/Monthly closing and back up.
- \* Managed Customer Ageing reports and other MIS reports.
- \* Prepare Commission report and hand over to Chief Accountant for approval before disbursement.

## **EDUCATION**

### **Professional Diploma - Web-centric Computing**

Jan 1999 - Jan 2001

*NIIT - Bengaluru, India, Bangalore*

### **Bachelor of Commerce (B.Comm.) - Accounting**

Jun 1994 - Sep 1997

*University of Calicut - Kozhikode, India, Calicut*

## **SKILLS**

**Expert in:** Accounting, SAGE Peachtree, MS Office, Management, Supervision, Problem Solving

**Intermediate in:** Tally ERP, VB Softwares