

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