

FAROOK ASHARAF

ACCOUNTANT

CONTACT

+971-562475859

farookpasharaf@gmail.com

Al karama , Dubai
United Arab Emirates

- Nationality : Indian
- Date of Birth : 10/08/1995

SKILLS

- Ms office
- Tally
- Vat Filling
- Payroll Management
- Strong Multitasking Abilities
- Petty Cash Handling

EDUCATION

Mercy college , Guruvayoor

BACHELOR OF COMMERCE

2015-2017

Barathiyar University, Tamil Nadu

D Zone Campus

Master of Business Administration (M.B.A.)

2023 Doing

Suresh Gyan Vihar University, Jaipur

LANGUAGES

English	◆◆◆◆◆
Tamil	◆◆◆◆◆
Hindi	◆◆◆◆◆
Arabic	◆◆◆◆◆

CAREER OBJECTIVE

Accomplished Accountant with experience in financial reporting, budgeting, and auditing. Highly organized and detail-oriented professional with a proven record of producing accurate financial documents and reports. Excels in working with a variety of stakeholders in a fast-paced environment.

WORK EXPERIENCE

ACCOUNTANT EXECUTIVE

STAPLES AND PINS GENERAL TRADING CO. LLC

2020- Present

- Maintained detailed records of all financial transactions including journal entries and account reconciliations.
- Prepared and assisted in preparing VAT returns, and calculated and documented payroll data for processing.
- Managed accounts payable and receivable functions, ensuring timely payments of invoices.
- Engaged in filing, recording, compiling, and transmitting financial records
- Developed monthly, quarterly, and annual financial reports for management review.
- Posted journal entries by compiling and analyzing account information.
- Generated periodic reports such as balance sheets, income statements, and cash flow statements.
- Reconciled financial discrepancies by collecting and analyzing account information.
- Inspected cash on hand and notes receivable and payable to confirm the accuracy of records.
- Examined inventory to verify journal and ledger entries.
- Tracked inventory levels and prepared product cost analyses for decision-making purposes.
- Analyzed financial data to identify discrepancies or trends to make recommendations for improvement
- Support Associate Finance Manager by providing additional training to stakeholders, as & when required.
- Reviewing expenses, payroll records, and other financial documents.
- assisting with Admin and PRO works such as processing of company's licenses, staff visa, medical , vehicle
- related all , banking and other related legal documents that need renewal.

SENIOR ACCOUNTANT

LAMIYA SILKS

2017-2020

- Processed cash, check, and credit cards for customer purchases.
- Processed payments, returns, and exchanges.
- Managed large amounts of cash accurately during busy hours in a fast-paced environment.
- Built and maintained positive working relationships with co-workers.
- Calculated and documented payroll data for processing.
- Arranging opening balance for cash counter staff , managing the cash flow
- Assisting in budget preparation and financial planning.
- Experience in office management, administrative role or related positions