

SAINUL ABIDEEN

ACCOUNTANT

Detail-oriented Accountant with 4+ 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.

Work History

2019-05 - **Accountant**
Current

Al Aseel Restaurant LLC, Sharjah, UAE

- Maintained accurate and organized financial records for daily transactions.
- Implemented and managed an efficient system for tracking revenue, expenses, and payroll.
- Developed and monitored budgets to ensure financial goals were met.
- Conducted financial forecasting to assist in strategic planning and decision-making.
- Processed and recorded accounts payable and receivable transactions.
- Monitored payment schedules and followed up on outstanding invoices.
- Controlled and managed restaurant expenses to optimize cost-efficiency.
- Conducted regular cost analyses to identify areas for potential savings.
- Conducted monthly bank reconciliations to ensure accuracy in financial statements.
- Investigated and resolved discrepancies in a timely manner.
- Oversaw payroll processing, ensuring accurate and timely disbursement to staff.
- Managed tax withholding and reporting requirements related to payroll.
- Prepared and presented monthly, quarterly, and annual financial reports.
- Provided financial analysis to support business decision-making.
- Ensured compliance with tax regulations and financial reporting standards.
- Worked closely with external auditors during annual audits.



Contact

Address

Sharjah, UAE Sharjah

Phone

+971 50 616 0981

E-mail

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Skills

Accounts payable and receivable
Financial Reporting
Tax Filing
Budgeting
Account reconciliation processes
Calculating liabilities
Administrative support
Budget Analysis
Schedule Management
Financial Management
Bookkeeping
Superior attention to detail
Fiscal budgeting knowledge
Cash Flow analysis
Financial statements expertise
MS Office Suite
Tax law understanding
Statutory Reporting
Invoicing and collections
Commission calculation
Month-end reports
GL accuracy
Expense reports
Budgets and forecasting

2017-02 -
2018-02

Accounts Assistant

M/S Stepping Stone Accounting Consultancy, SSAC, Kerala, India

- Assisted in managing client accounts by maintaining accurate financial records.
- Communicated regularly with clients to address inquiries and provide financial updates.
- Managed and maintained client books using accounting software
- Recorded financial transactions and ensured entries were accurate and up-to-date.
- Assisted in the preparation of financial statements, including balance sheets and income statements. Conducted thorough reviews to identify discrepancies and ensure compliance with accounting standards.
- Provided support in preparing tax returns for clients.
- Assisted in researching and staying updated on tax regulations to ensure compliance.
- Processed and recorded accounts payable and receivable transactions for multiple clients.
- Reconciled client invoices and resolved discrepancies in a timely manner. Supported audit processes by preparing necessary documentation and financial reports.
- Assisted in addressing auditor inquiries and ensuring a smooth audit process.
- Conducted financial analysis to identify trends, variances, and opportunities for improvement.
- Prepared reports summarizing key financial metrics for clients.
- Assisted in the onboarding of new clients, ensuring the efficient setup of accounting systems.
- Collaborated with clients to understand their specific accounting needs and requirements.

Education

2015-06 -
Current

Bachelor of Commerce

Mahatma Gandhi University - Kerala, India

Certifications

Post Graduation Diploma In Indian & Foreign Accounting (PGDIFA) from IPA Kerala (2015)

Specialized in MS Office-Microsoft Excel Global Certificate Holder (2015)

Specialized in Tally ERP 9.0, Peachtree Accounting Software

Payroll Processing

Cost savings options

Financial records review

Risk mitigation strategies

Profits and losses tracking

Tax accounting specialization

Accounting principles

Forecasting

Debt management

Languages

English -

 Upper intermediate

Arabic

 Upper intermediate

Hindi

 Intermediate

Malayalam

 Advanced

Personal Details

DOB: 01/10/1992

Gender: Male

Marital Status: Married

Nationality: Indian

Visa Status: Employment