



YAKOOB K

ACCOUNTANT

Dubai (Visit Visa)

050-426-4998

yakoobkk65@gmail.com

EDUCATION

DIFA

Diploma in Indian accounting

And foreign accounts | 2014

PLUS TWO

Computer Commerce from

Board of HSE | 2013

SKILLS (software)

- INSTA-POS
- GENESYS
- TALLY ERP9
- GRAVITY
- I – POS
- MS OFFICE
- WORD & EXCEL

LANGUAGES

- English
- Hindi
- Malayalam

PROFESSIONAL PROFILE

IAB – a certified accountant with 7 years of experience in financial analysis. Maintain accurate accounting records, including journal entries, accounting payable, and accounting receivable. Looking for an opportunity to utilize my skill for the growth of an organization and self-growth. I want to work in a company where my education and personal skill will be developed so that I can serve the management and the firm with honor and respect.

WORK EXPERIENCE

MARINA FRESH SUPERMARKET LLC –UAE, MANAGER CUM ACCOUNTANT, February 2020 – October 2022

- Maintain accurate accounting records, including journal entries, accounting payable, and accounts receivable
- Managed a variety of accounting tasks, such as preparing vouchers for all transactions, maintaining books of accounts, and formulating daily and weekly reports
- Completed month and year-end close procedures and reconciled all bank accounts

AL MADINA GROUP (Leading supermarket in UAE) ACCOUNTANT, (2016 – 2019)

- Managed journals and ledgers Inventory management
- created purchase and sales entries and reports
- Organized invoices, analyzed and posted journal entries
- Handled purchase orders from various companies
- Performed general office duties and administrative task
- Provided telephone support

Q CLASS FURNITURE LLC INDIA (KERALA) ACCOUNTANT, (2015)

- Tax Return Preparation
- Handled petty cash

SPECIALTY & EXPERIENCE AREAS

- Cashier
- Auditing
- Financial Statements
- PDT Receiving
- Photoshop Design and Analysis
- Purchasing
- Accounts Receivable
- Customer Service
- Accounts Payable

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

YAKOOB K
(Applicant)