



ZAINUDHEEN.P.P

Accountant Professional

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Overview:

Mr. Zainudheen brings knowledge and 16 years UAE experience in the field of accounting, business management and planning. Since starting his career as an Accountant in 2004 has gained significant experience in handling accounts and executing decisions both in finance and managing his subordinates, which has made his superiors confident about his work. His key attributes are accounting knowledge, team player and communication skills which have ensured a smooth progress in all the jobs he has done. From Junior Staff to Senior Accountant, his attention to the finest details has ensured fast completion of the job, cost optimization and assured compliance to policies and standards of the company as well as accounting standards.

Experience

Working as General Accountant at Cygnus Telecom L.L.C ., Dubai, UAE.

Sept. -2007 to Oct.2023

- □ Preparation of final accounts and payroll reports.
- □ Process and control the Accounts Payables and Receivables.
- □ Reporting to Top Management for critical receivables & payables.
- □ Operated in Oracle based ERP software (Netsuite).
- □ Part of ERP System Development Process.
- □ Preparation of VAT filing quarterly
- □ Adjustment of Planet Tax Free Entries & Follow up
- □ Preparation of Bank Reconciliation Statement.
- □ Control, coordinate and advise sub ordinates in their works.
- □ Manage & entries of Visa expenses & health insurance of Employees
- □ Handled Noqodi & E-Dirhams accounts of companies expenses
- □ Ensuring that the accounting policies and norms are in compatible with double entry standards.
- □ Correspondence with Banks, Vendors and other Business Partners
- □ Preparation of TT ,Cheques to clients

Worked as an Account Assistant in Kausar Garments Pvt.Ltd. Kerala, India

Aug2005 to Sep 2007 .

- □ Assists the Chief accountant for the preparation of final accounts.
- □ Chief Accountant in charge in his absence.
- □ Process and control the Accounts Payables and Receivables.
- □ Preparation of Bank Reconciliation Statement.
- □ Preparation of Inter Branch reconciliation.
- □ Preparation of Petty cash statement.

Worked as an Account Assistant in Haas Trading Co. Kerala, India

Jan. -2004 to July.2005

- □ Preparation of financial statement.
- □ Preparation of Payment Vouchers.
- □ Follow up with trade debtors.
- □ Bank Reconciliation Statements.
- □ Maintenance of Books and Accounts.
- □ Preparation of Depreciation Schedules.
- □ Cash Handling.

Education

Graduation in Commerce from Calicut University

- Major Subjects: Financial Accounting, Cost & Management Accounting, Corporate Accounting,
- Taxation, Auditing Assurances and Services, Quantitative Techniques, Business Law, Corporate Law, Organizational Finance, Theory Of Accounting, Systems Management, Economics.

Computer Skill Set

NETSUITE(ORACLE),TALLY AND OTHER CUSTOMISED ACCOUNTING SOFTWARES

- ☐ **Proficient in NETSUITE (ORACLE)software**
- ☐ **Proficient in Tally ERP 9 & Peachtree**
- ☐ **Proficient in MS Office & Electronic Mail**
- ☐ **Proficient in ERP in Pinnacle Software**

Personal Attributes

- ☐ **Logical and judgment mindset.**
- ☐ **Organizational and supervisory skills.**
- ☐ **Team player flexible to work load and pressure.**
- ☐ **Successful personal interaction.**
- ☐ **High level skills in communication.**
- ☐ **Dynamic, strong and proactive personality.**

Declaration

I hereby declare that the particulars furnished above, which are correct to the best of my knowledge and belief.

Place:

Date:

ZAINUDHEEN PP