



ABDUL RAHMAN ANSARI

Professional Summary:

Experienced in Accountant, Administrative Assistant, and Data Processing and analysis skills with strong attention to detail and a methodical approach. Brings motivation to learn and excel combined with skills developed from self-training and previous experience. Versed in MS Office & Accounting Software (Tally ERP9), spreadsheet tracking and working under pressure, and adapting to new situations and challenges to best enhance the organization's brand.

Work History (Gulf):

Oct 2022

Accountant

Present

Business Diaries Corporate Services, Al Qusais, Dubai, UAE.

- Maintaining company ledgers and daily basic financial transactions Reports.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Manage balance sheets and profit/loss statements.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Ensure timely bank/Credit Cards payments.
- Initiating and managing financial and accounting software used by the company.

June 2021

Senior Data Processor

June 2022

Unilabs Diagnostic LLC, Abu Dhabi Main Branch, UAE.

- Maintain and update an existing database on Google Sheets and SIGLO software.
- Ability to interpret data and then take the next steps according to established procedures.
- Located and Corrected data entry errors and reported them to the management.
- Data Entry skills with attention to detail and accuracy of 90%.
- Worked flexible hours across the night, weekend, and holiday shifts.
- Ability to take on additional tasks within the team as needed.
- Coding and processing surety bids and final bond request within processing standards established by management.
- Responsible for receiving, shorting, registering, scanning, reporting, and monitoring results of 1500 samples daily.

July 2020

Accountant cum Administrative Assistant

June 2021

East and West General Cleaning LLC, Abu Dhabi, UAE.

- Maintaining company ledgers and daily basic financial transactions.
- Create financial documents such as bills, invoices, pay orders, receivables, and purchase orders.
- Accurately executed secretarial tasks, maintaining smooth administrative operations.
- Identify discrepancies in ledgers and accounts tracking them to the source and correcting them.
- Keeping up-to-date records of all transactions and maintaining a variety of project documents and administration records.
- Manage payroll activities and release salaries through WPS.
- Coordinate and manage payments and billing details of external services providers, contractors, and vendors.
- Project procurement requirements to order exact stock for project needs.
- Depositing, withdrawing funds, and managing all bank activities.
- Generate weekly, monthly, quarterly, and yearly reports for management and team members.

Personal Details:

- Father Name : Mohd. Shamim Ansari
- Gender : Male
- Religion : Islam (Sunni)
- Nationality : INDIAN
- Civil Status : Married

Passport/Visa Details:

- Passport No. : P0329125
- Place of Issue : Lucknow
- Date of Exp. : 15-May-2026
- Visa Status : Employment Visa
- Visa Exp. : 22-Aug-2025

Contact Details:

- Address : Dubai, UAE.
- Mobile No. : +971-56 491 2576
: +971-52 155 2318
- Email ID : a.r.ansari111093@gmail.com

Language:

Hindi Native

Urdu Fluent

English Fluent

Bengali Bigenner

Social Media:



Core Skills:

Microsoft Office	Very Good
Intuit Tally ERP-9	Very Good
Month End Report	Average
Data Entry	Excellent
Payroll Processing	Very Good
Accounting	Very Good
Bank Reconciliation	Very Good
Book Keeping/ Inventory	Excellent
Tax Invoicing & Collection	Very Good
Timesheet Management	Excellent
Data Entry S/w SIGLO	Average

Soft Skills:

Adaptability	Excellent
Accessibility	Excellent
Active Listener	Very Good
Analytical Skills	Very Good
Highly Organizational Skills	Excellent
Communication Skills	Very Good
Time Management	Very Good
Team Work/ Team Building	Very Good
Initiative & Problem Solving	Very Good
Technical Skills	Very Good
E-mailing/ Internet	Very Good
Customer Service	Very Good
Detail Oriented	Very Good
Fast Learner	Excellent

July 2018
July 2020

Accountant cum Administrative Assistant

Small Nest General Maintenance, Abu Dhabi, UAE.

- Used Critical thinking to break down problems evaluate solutions and make decisions.
- Proceed with payroll by validating employees' work hours (time off) & attendance (leave).
- Assist Supervisors and Approve 90-plus employees' timecards at the end of each pay period and release salaries.
- Have visible access to an employee's time worked and leave.
- Modify custom fields such as overtime and meal break designations
- Receive, register, verify and process all invoices and ensure transactions are correctly recorded in the company database.
- Maintain and reconcile general ledger accounts.
- Submit timely stationery orders, researching cost-efficient suppliers to reduce spending.
- Keeping up-to-date record of all accounting transaction with 95% accuracy.
- To monitor petty cash Inflow and Outflow.

Work History (India):

Oct. 2017 **Junior Accountant**

June 2018 *Harsh Associates and Maa Vaishno Goods & Carrier, Allahabad, UP, India.*

- Receive, register, verify and process all Invoices and ensure transactions are correctly recorded into the accounting system Tally and Excel Sheet.
- Maintain and reconcile General Ledger accounts through Statements.
- Banking transactions manually and online (cheque deposits, cash receipts, Payment transfers, checkbooks, etc.) of 5 hundred thousand on daily basic
- Reviewing / Preparing Bank Reconciliation with 100% Accuracy.
- Keeping an up-to-date record of all accounting transactions in Tally
- Maintaining Petty Cash Inflow & Outflow.
- Generating 100 Royalties a day.

Feb. 2016 **Assistant Accountant**

June 2017 *I.A.Shah & Associates Tax/Mgt, Kurla West, Mumbai, India.*

- Accountable for the preparation of e-filling of VAT Return.
- Accountable for the preparation of e-filling of Service Tax Returns.
- Accountable for the preparation of e-filling of Income Tax Returns.
- Maintain and reconcile General Ledger accounts with 100% accuracy.
- Reviewing / Preparing Bank Reconciliation with 100% accuracy.
- Keeping up-to-date records of all accounting transactions in Tally.

June 2015 **Accounting Internship**

Dec 2015 *R.S. Mishra Advocate, Allahabad, UP, India.*

- Maintain and reconcile General Ledger accounts.
- Keeping up-to-date records of all accounting transactions.
- Reviewing / Preparing Bank Reconciliation

Academic Details:

May 2013 **Bachelor of Science: Mathematics**

July 2016 *Chhatrapati Shahu Ji Maharaj University (C.S.J.M.U.), Kanpur, Uttar Pradesh, INDIA.*

Oct. 2015 **Diploma in Advance Official Accounting (AOAC)**

Mar 2016 *Sews Academy and Collage, Allahabad, Uttar Pradesh, INDIA.*

Nov 2013 **Diploma in Computer Application & Business Accounting (ADCA)**

Dec 2014 *National Institute of Electronics and Information Technology (NIELIT), Allahabad, Uttar Pradesh, INDIA.*

Achievements:

- ✓ Got appreciation from clients and senior management for good performance.
- ✓ Received Rewards/Gifts for being a good performer and achieving the Team Target.
- ✓ Participate in various events at the project level.
- ✓ Achieved 20% higher accuracy rates in data entry than all other Teammates.
- ✓ We Maintained 95% positive feedback from clients/patients and released results earlier/ faster than other private Covid19 Test Centers.

Declaration:

I hereby declare that all information contained in this resume is in ascendance with facts or truth to my knowledge and belief. I have not withheld information, which may affect my suitability for employment.

Assure m best and sincere service during my working period, hope for your kind approval.

References will be furnished upon Request