



ABDUL GAFOOR RAYINKUTTYKKANAKATH

ACCOUNTANT

Contact

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- DUBAI, UAE

Personal Information

- DOB :23.05.1973
- NATIONALITY :INDIA
- MARITAL STATUS : MARRIED
- VISA STATUS: RESIDENCE VISA

Skills

- Financial Accounting
- Financial Management
- Budgeting
- Book Keeping
- Process Improvement
- Credit Control
- Corporate Finance
- Payroll Systems
- Financial Analysis
- Financial Planning
- Financial Controlling
- S.W.I.F.T Operation

Languages

- ENGLISH 90%
- MALAYALAM 100%
- ARABIC 50%
- HINDI 50%

ABOUT ME

Accounting professional with over 18 years of experience, possesses multiple skills covering many financial areas such as laws, cost control principles, ledger analysis, financial statements, budgeting, auditing practices, taxation and economic regulations. Performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, fund and transaction verification through S.W.I.F.T (Society for Worldwide Interbank Financial Telecommunications) and reports.

Experience

- OPERATIONAL ACCOUNTANT June2018-December2023**
Al Ansari Financial Services LLC Dubai, UAE

- *Perform day-to-day management of financial accounts and provide financial assistance for decision making in timely manner.
- *Controlling , monitoring and arrangement of funds to central bank and local bank.
- * Funding of dollars to international banks for forex purchase.
- *Preparation of various MIS Reports
- *Ensure financial transactions are performed in compliance with company policies.
- *Apply accounting principles to analyze financial information. verification as per AML policy.
- *Verify inward remittances from branches and generating payment orders for various correspondent banks.
- *Prepare of various MIS reports; expense / income analysis and comparison.
- *Prepare accurate and timely financial management reports and statements.
- *Perform accounting functions such as revenue and asset accounting, payroll and cost analysis.
- *Manage book-keeping and financial systems.
- *Provide advice on revenue and expenditure trends and financial commitments.
- * Develop solutions to resolve accounting discrepancies and other financial problems / issues.
- *Provide continous management and support of budget and forecast activities.
- *Update accounting systems in line with the latest computer technology.

- **BRANCH ACCOUNTANT**

January 2011 to June 2018

Al Ansari Exchange Company LLC Dubai, UAE

- *Highlight areas of covering with financial controls within the branch network.
- *Making recommendations for improvements and, where directed, working with internal audit to rectify internal control weaknesses.
- *Ensure daily verification and reconciliation of teller proof report.
- *Monitor and control currency stock position.
- *Prepare inter branch account reconciliation statement.
- *Ensure financial rules and policies are being followed. Observe Money Laundering in application and flag suspicious finding to auditors.
- *Analyse branch accounts for the branches and meetings to auditors and executive management.

- **ACCOUNTANT**

May 2005 to January 2011

Al Ansari Exchange Company LLC Dubai, UAE

- *Monitor daily drawings of respective banks & submit daily funding reports for various accounts to treasury.
- *Prepare bank reconciliation statements of various banks / agents on monthly basis.
- *Reconcile correspondent accounts & ensure all transfers are charged on account and ensure funding transaction are omitted by bank.
- *Prepare letter to banks / agents for rectification of wrong charging.
- *Prepare weekly, monthly and quarterly reports.
- *Follow ups and keeping connections with bank and agents

- **Lower Division Clerk/Upper Division Clerk 1995 to 2001, 2002 to 2004**
Kerala State Audio Visual and Reprographic Centre Kerala, India

- *Book-keeping, recording the transactions and maintaining of daily cash and ledger books.
- *Daily transaction of petty cash and bank payments, daily cash deposits, collection from debtors.
- *Compile and analyze financial information to prepare monthly reports and annual financial statement in compliance with accepted policies and procedures.
- *Perform general financial analysis, revenue forecasts and evaluate any possible financial risks.

- **Fisheries Officer 2001 to 2002**

Kerala Fishermen's Welfare Fund Board. Kerala, India

- *Maintaining financial records including accounting and related files and registers
 - *Office administration and establishment work
 - *Collecting document and implementing various welfare schemes and disbursing fund.
 - *Prepare reports and submit to the superior authorities.
- Responsible in revenue accounting and operation of the institution.

Education

- **BACHELOR OF COMMERCE - UNIVERSITY OF CALICUT, KERALA - INDIA**
- **MS Office, Tally**

Declaration

I hereby declare that all the above information is correct to the best of my knowledge and belief