





ABDUL SUNAIF C K
ACCOUNTANT

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Valid UAE Driving license.

Secure a responsible position in account management, sharing my 6 years of experience and advanced accounting abilities to effect employer growth and success. To build upon existing corporate finance skills in both transaction execution and analytics, leading to increased responsibilities

Experience

ACCOUNTANT

09/2018 - PRESENT

MARJAN DISCOUNT CENTER -OFFICE, UAE.

- Preparation and presentation of the company's final book of accounts including Balance sheet, Profit, and loss, etc.
- Ensure appropriate approvals prior in all types of payments like advances, utilities rents, fuel, and suppliers & other cheques. etc.
- Responsible for accurate and timely completion of the monthly financial close of assigned activities while using innovative methods to streamline and simplify reporting and analysis.
- Managing Petty cash as per the business requirement and creating & updating expense reports.
- Reconciling the company's bank statements and bookkeeping ledgers.
- Responsible for VAT accounting and timely return filing and submission
- company, security cheques, and debtors aging reports.
- Coordinating Statutory Audit of both consolidated and standalone Financial Statements
- Passing provisions, prepaid, and expenses for the respective month.
- Responsible for day-to-day accounting such as AR, AP, GL
- Conducting profit and cost analysis.

ACCOUNTANT

03/2017 - 04/2018

F-TRAIL PVT LTD, INDIA

- Coordinated the full month-end procedures including preparation of a statement of profit or loss, statement of financial position, trial balance, and cash flow statement.
- Updating accounts payable & receivable and performing reconciliation and maintaining accurate financial records.
- Track and monitor resource needs and other material needs for carrying out financial and administrative tasks.

- Identifying and resolving invoicing issues, accounting discrepancies, and other financial-related problems.
- Developing the overall corporate financial goals and objectives.
- Allocate resources and manage cash flows.
- Monitors Cash Flow on a day-to-day basis
- Provide support to external and internal auditors.

Education

BACHELOR OF BUSINESS MANAGEMENT (BBM)

2016

UNIVERSITY OF MANGALORE, India.

DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

2017

GIIMS. KERALA, India.

Areas of Expertise

- | | |
|---------------------------------|---------------------------|
| ❖ Financial Reports | ❖ Payroll processing |
| ❖ Bank Reconciliation | ❖ MIS Reporting |
| ❖ Accounts Payable & Receivable | ❖ Internal Auditing |
| ❖ Bookkeeping | ❖ UAE VAT & Corporate Tax |

Certification

- ❖ CERTIFICATION IN TALLY

Technical Skills

- | | |
|---------------|-------------------|
| ❖ Tally | ❖ MS Office Suite |
| ❖ Quick Books | ❖ Zoho Books |
| ❖ Fresh book | ❖ OUTLOOK |

Personal Details

Nationality	: Indian
DOB	: 04/02/1994
Visa status	: Employment Visa
Language	: English Malayalam Hindi Arabic