



ABDUSSAMAD VALAPPIL

ACCOUNTANT

CONTACT

- Ajman, UAE
- +971 55 2142194
- abdussamad.valappil@gmail.com
- 4th March-1989
- Indian
- Married
- Visa Status: Free zone work visa, valid till 13-May-2022
- Driving License: UAE
- Passport: Valid till 15-Nov-2030

KEY EXPERT

- ❖ Tally Prime ERP
- ❖ VAT filing & return
- ❖ Payables & Receivables
- ❖ Cash & Fund flow analysis
- ❖ Bank reconciliation
- ❖ Payroll
- ❖ MIS reporting
- ❖ Dubai customs online clearance
- ❖ Letter of Credit (L/C)
- ❖ General Ledger accounting
- ❖ Bookkeeping
- ❖ MS Office & Excel
- ❖ Outlook mail
- ❖ Maintain sister companies
- ❖ Audit coordination

PROFESSIONAL SUMMARY

Resourceful Accounting Professional with **10 years** designing efficient quality control procedures and maintaining sound internal controls. Excellent eye for detail useful in audit preparation and reporting.

WORK HISTORY

Accountant at ELFIT ARABIA FZC, Ajman, UAE – March 2012 - current *(It is a leading manufacturer and supplier of cable laying products)*

- Well, knowledge about Tally Prime ERP.
- Responsible for handling complete books of accounts including Books of Cash transactions, Bank transactions, Payroll, Distribution of Salaries and other related jobs.
- Handling Export and Import Letter of Credit (L/C).
- Managing Accounts Payable entailing Purchase Invoice reconciliation, attending payment enquires, Issuing Cheques & wire Transfer.
- Ensuring Sales invoices are prepared timely and correctly.
- Payments received from customers are posted to their respective accounts.
- Complete the VAT schedules, ensure VAT compliances and assist in the filing of VAT returns.
- Preparing all General Ledgers accounts together with its supporting transaction documents and ensuring reconciliation of all ledgers & sub-ledgers on regular basis.
- Keeping track of the following and arranging to make payment in time: Credit cards, Sewerage, Electricity, Telephone & Internet, Rent of Plots and PO Box.
- Production costing of all manufacturing items.
- Job works & Rental data record updating.
- Preparation of various MIS reports like Monthly Sales and Collection analysis, Monthly Sales and Gross Profit summary.
- Handling Dubai Customs Import shipping online clearing.
- Coordinating with shipping agents and arranging to bring containers to the warehouse.
- Maintaining records of Sister Companies. Reconciling branch accounts on monthly basis and passing accounting entries in effect.
- Payment of Leave Salary, Arrear, Gratuity and Full & Final settlement of employees.
- Periodic seeing physical Materials at the time of Receipt and stock checking.
- Maintain files and documentation thoroughly and accurately, by company policy and accepted accounting practices.
- Assisted the Finance Manager in preparing the Balance Sheet & Profit & Loss statement.

STRENGTH

- ❖ Self-motivated
- ❖ Honesty
- ❖ Attention to detail
- ❖ Effective communication

LANGUAGES

English

Hindi

Arabic (Read & Write only)

Malayalam

**Assistant Accountant at Zeenath Silks and Sarees, India – July 2010
– Sept 2011** (*It is a textile & garments retail company*)

- Responsible for the recording of day to day accounting entries.
- Preparing Bank reconciliation on a daily and monthly basis.
- Verification & processing of all supplier payments.
- Preparing day to day Bank and Cash transactions report.
- Ensuring daily deposits/receipts through credit cards are done to the bank and proper filing of attached paper works.
- Maintain files and documentation thoroughly and accurately.

EDUCATION

Bachelor of Commerce (B.Com) from University of Calicut, India.

Additional Courses:

- ADIFA (Advanced Diploma in International Financial Accounting)
- Certificate in Office Management (Microsoft – Word, Excel and PowerPoint).

DECLARATION

I hereby declare that the information given herewith is correct to my knowledge and I will responsible for any discrepancy.

Place: Ajman, UAE
Date

Abdussamad