



ACCOUNTANT

SOFTWARE TALLY ERP9

BANK RECONCILIATION

TAX (FTA) GOVT RULES

CASH FLOW STATEMENT

ACCOUNT RECEIVABLE

ACCOUNT PAYABLE

PROFIT AND LOSS

BALANCE SHEET

FOCUS PETTY CASH

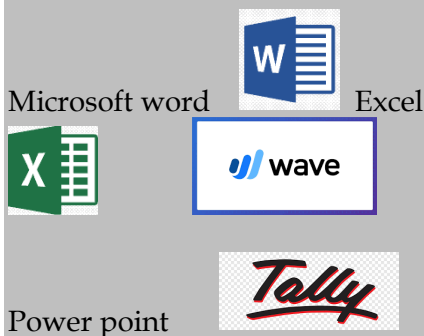
PAYROLLS WORKS

QUOTATION

INVOICE

PREPARE OF AUDIT REPORT

Computer Skills



Career Objective:

To obtain a position in which I will be able to utilize my communication, Computer, technical skills that will contribute to the growth of the company.

Work Experience:

Fusion Electro Mechanical Maintenance LLC

Khalidiyah, Abudhabi, UAE

ACCOUNTANT

July 2017 – Aug 2019



Roles and Responsibilities

- Worked in Accounting Tally ERP 9 Software and Excel Sheet
- Maintaining Accounts receivable files and records
- Prepare of Analyst Profit and Loss Statement and Balance sheet.
- Prepare and Comparison of Difference between Bank Reconciliation Statement
- Mainly Focused on Account Receivable from the Client and Supplier.
- Prepare and Update on the system Supplier Bills and Hand book
- Finally Prepare of Annual Report to Submit Audit.
- Handle Patty cash
- Prepare accounting files, records, and schedules
- Resolve payroll problems (e.g. overlooked bank holidays, late payments)
- Reconciles all settlement accounts on a daily basis
- Balances bank statements daily, resolving any returns and out of balance conditions.
- Monitor paid and unpaid leaves
- Update general ledger and payroll files
- Answer employee questions concerning payroll
- Update accounts receivable and issue invoices
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Facilitate payment of invoices due by sending bill reminders and Contacting clients
- Reviews legal agreements and sets up recurring templates. Updates renewal pricing and pricing associated with product additions.
- Customer service orientation and negotiation skills
- Maintains and documents billing procedures.
- Responsible for the preparation, filing, payment & review of VAT related returns for a number of entities across
 - Preparing tax payments
 - Estimating and tracking tax returns
 - Completing regular (quarterly and annual) tax reports

PERSONAL INFORMATION



Father Name: Rabeekhan

Nationality: India

Date of Birth : 02nd May 1990

Language: English, Tamil, Hindi

Passport No: M6148461 (Expiry
Date: May 07,2024)

VISA STATUS

Visa Expire as on April 2022

Visa Status: Visit Visa Holder

Visa Expired: 30.04.2022

RESIDENCY ADDRESS



Deira, Dubai UAE

Nearby Saladin metro station

PERMANENT ADDRESS - INDIA

10/32 V,S Salai , kilakarai,
RamanathapuramDist,
Tamilnadu, India.

QUALIFICATION:

❖ Master of Business Administration – MBA (finance)–
78% - July 2014

Regional Centre of Anna University Tirunelveli-Tamilnadu India

❖ Bachelor of Commerce Graduate – B.Com(CA)- April 2012 –
70% Seyed Hameedha Arts & Science, Alagappa University,
Tamilnadu, India.

WORK EXPERIENCE:

ISLAMI BAITHULMAL TRUST.-Accountant and Cashier
Chennai, INDIA

(Jan 2015 – May 2017)
Killakarai, India



Roles and Responsibilities

- Worked in Accounting software TALLY ERP9.0
- Managed the development and improvement from hand book system
- Prepared Document of All Security Loan
- Prepare and Comparison of Difference between Bank Reconciliation Statement
- Process Bank Deposit Amount
- Prepare of Document Account Receivable
- Maintains records, filings and supporting documents.
- Bank Account Balance Report on today's date for each bank account, whether a current account, a deposit account, or a loan account and facility.
- Maintaining the billing system
- Generating invoices and account statements
- Analyst Prepare and Fallowed Account Receivable from the Client
- Handle Patty cash with Security Jewelry
- Update general ledger and payroll files
- Finally Prepare of Annual Report to Submit Audit.

Date:

Place

Applicant's Signature