



ABDUL MALIK

ACCOUNTING PROFESSIONAL

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Abu Dhabi - UAE

Versatile accounting and operations management professional with extensive experience that includes operations management, P&L management, accounts receivable / payable, financial report generation. Offered knowledge of multi-location operations management with assertive approach to executing special accounting & financial over-sight projects. Well versed in the co-ordination of efforts with senior management to achieve near & long-term operations and financial management goals. Skilled in streamlining processes while reducing cycle time, maintaining policy with integrity and adhering to the internal accounting control guidelines.

SKILLS

Financial Reporting Accounts Receivable & Payable ERP Accounting Software Quickbooks Software

Budgeting & Forecasting Statement Reconciliation Records/ File Management Cash Flow Reports

LG & LC Preparation MS Office (Advanced) Banking Activities

LANGUAGES

Tamil	English	Hindi / Urdu	Arabic
<i>Native or Bilingual Proficiency</i>	<i>Full Professional Proficiency</i>	<i>Professional Working Proficiency</i>	<i>Professional Working Proficiency</i>

WORK EXPERIENCE

AI Shomoukh Trading For Technical And Medical Supplies LLC, UAE

ACCOUNTING SUPERVISOR

10/15 - Present,

Roles & Responsibilities

- Properly recognized and measured the revenues and expenditures, current and non-current assets, current and non-current liabilities.
- Performed reconciliation of various accounts such as related parties, banks, receivables, payables and complex accounts.
- Identified and resolved discrepancies arise from reconciliation of accounts.
- Processed salaries and final settlement of employees as per the regulation of UAE labor law for the accounting part.
- Scheduled the payable to the suppliers, prepared the payment request and got approval from the management for the payment by means of online transfer, cheque, credit card.
- Coordinated and followed up the receivables by sending statement of accounts to the respective customers and ensured the receipts.
- Verified each and every transaction in the accounting system to ensure that all of them properly posted. Managed petty cash and cash sales from operation of various branches and responsible to verify and reconcile POS transactions every day to ensure the receipts.
- Supported CFO by providing proper information as per his requirement and assisted and coordinated with my team for the proper completion of assigned task.
- Prepared monthly, quarterly and annual financial statements and reported to the management and various financial analysis and reports such as sales, purchase, in house financial statement, receivables, payables, aging, inventory movement & etc. Also, involved in short term and long term cashflow budget and forecast.
- Been a liaison officer to the bank to avail facilities such as Murabaha, letter of guarantee and etc. Prepared and Processed VAT Return filings as per FTA-UAE regulations.
- Managed Inventories and assist and supervised the inventory in charge by providing proper guidelines for maintaining and controlling the inventories. Also, managed and supervised all accounting operations in various branches by providing appropriate guidelines to the concerned staff.

WORK EXPERIENCE

Black Tulip Flowers LLC, UAE BRANCH ACCOUNTANT.

02/2013 - 08/2015,

Roles & Responsibilities

- Responsibilities include referring purchase order, generating invoices, and mailing them to clients and generating complete, accurate, and timely invoices using Tally ERP software.
- Making sure entries of invoices are accurate and sort out discrepancies in price, quality of goods and total amount.
- Collected returned goods from clients and issued credit notes against that invoices and communicate with clients and the account manager to resolve inaccuracies in computing values.
- Keeping the chief accountant informed about transactions and ensuring posting of accurate entries of invoice in the system.
- Accountable to maintain and control inventories and also relationships with clients by providing support, information, and guidance.
- Responsible to prepare reports by collecting, analyzing, and summarizing information which highly contributed to team's success.

REPUTE INFOTECH AND ENTERPRISES LTD – INDIA ACCOUNTANT

10/2009 - 01/2013,

Roles & Responsibilities

- Responsibilities include maintenance of accounting ledgers by posting monthly account transaction, monitoring payments due from clients and promptly contacted with past due payments.
- Reconciling discrepancies between accounts receivable general account and accounts receivable trail balance account and research and resolve accounts payable discrepancies.
- Handled the accounting operations for all asset acquisitions, retirements, divestitures, depreciation and amortization and also held responsible for quickly addressing issues and control the risk areas through regular audit using necessary application. Utilized audit findings and used it for future betterment of process.

EDUCATION

CHARTERED CERTIFIED ACCOUNTANT (CCA) Association of Chartered Certified Accountant

United Kingdom

BBA University of Madras

Tamilnadu, India

MA - Arabic University of Madras

Tamilnadu, India