



Fahad Ashraf

Abu Dhabi, Abu Dhabi
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To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

EDUCATION

SPIRIT IT TECHNOLOGIES
Kerala
Master Accountant (2013)

N E S COLLEGE
Thrissur, Kerala
Completed coursework towards BBA (2012)

Personal Information

Date of Birth : 19-06-1990
Age : 31
Sex : Male
Nationality : Indian
Religion : Muslim
Marital Status : Single

Languages

English, Hindi, Malayalam, Arabic

EXPERIENCE

FIVE FIFTY FIVE MANAGEMENT OF COMPANIES L L C

Accounts Officer / Purchaser Nov 2018 – Present
Five Fifty Five manages Food and Beverages (Cafes & Central Kitchen) and Fitness centers in Abu Dhabi.

- Reconcile monthly transactions with bank statement.
- Reconciliation of Supplier monthly statements.
- Recording entries for credit card sales in quick books.
- Match order forms and Record with invoices.
- Prepare bank deposits by compiling daily sales from cashiers. Verifying and balancing receipts & cash deposits to banks.
- Prepare Estimates, Invoice, LPO, Petty Cash & Payment Vouchers in Quick Books Recording and reconciling Daily Sales.
- Recording and monitoring Daily Sales, Preparing and Issuing Cheques by monitoring cash flow and bank balance
- Dealing with the preparation and submission of VAT returns on a monthly basis assisting in Audit works.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Process paperwork for new employees and enter employee information into the payroll system.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Posting and Processing the Payroll, EOSB and Vacation Salary and flight tickets, of the employees.
- Keep track of leave time, such as vacation, personal, and sick leave, for employees.
- Compute figures such as balances, totals, or commissions.
- Maintain records pertaining to inventory, personnel, orders, supplies, or machine maintenance.
- Negotiating and Managing the Relationships with the current and new suppliers.
- Processing and ensuring the delivery of the orders
- Evaluating the prices with the suppliers for the existing and new products
- Monitoring the stock

VEE TRADING & CONT

Accounts and Admin Officer Doha, Qatar Nov 2014 - Aug 2018

- Receive, record, and bank cash, checks, and vouchers.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Match order forms with invoices, and record the necessary information Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Prepare and process payroll information.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Calculate costs of materials, overhead and other expenses, based on estimates, quotations and price lists.
- Keeping & Analyzing Data of Store Materials up to Date, Distributing Tools and Materials as Per the Needs in Work Area by Preparing the Delivery Note and Filing the Delivery Notes.

SOFTWARE SKILLS:

QUICKBOOKS, TALLY ERP AND PEACHTREE ACCOUNTING SOFTWARE'S
'SAPAAD and EZ FACILITY POS SOFTWARE'S