



ACCOUNTANT WITH 1 YEAR EXPERIENCE

ABDUL RAHMAN R M



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Dubai-(deira)

OBJECTIVE

Seeking a challenging job in the field of **Accounting**. Having Professional experience of utilizing academic skills in a fast growing and competitive environment

WORK EXPERIENCE

Accountant

NN Associates, (Apr 2018 to Apr 2019) Thrissur, Kerala, India

JOB PROFILE

- Prepare & Maintain all the accounting entries and ensure that it is posted to the proper accounts
- Prepare and review Vouchers, Quotation, LPO, Delivery note, Debit note, Credit note, invoices, Receipts, Payments and any other related documents
- Maintain healthy liquidity in operations by reviewing day today cash inflows and outflows
- Reconcile of A/R and A/P, Prepare ageing report & Maintain list of accounts receivable and payable
- Reconcile Bank accounts, A/R, A/P, Bank loans & Facilities by comparing statements with general ledgers
- Reconciled inventory and altered journal entries to match general ledger with inventory system

- Prepare monthly payroll data & Employee benefits & record the monthly expense provision ie leave salaries, air tickets, end of service benefits etc
- Manage month-end close activities including the preparation and review of Adjustments & Closing entries
- Prepare periodical financial statements includes Trial Balance, Profit & Loss , Balance Sheet, cash flows & other management reports
- Manage Fixed Asset Register, and maintain all related documentations
- Liaison work with internal and external auditors, Bankers & Manage Legal & Statutory Compliance
- Coordinates and assembles information for the annual audit and provides assistance to external auditors in the review of financial operations
- Performs other duties as described by the management
- Preparation of VAT returns

EDUCATIONAL QUALIFICATION

- Bachelor Of Business Administration(BBA) Bharathiar University, India
- Certificate in International Financial Accounting (IIA , Kerala)

IT SKILLS

- M S Office
- Tally ERP 9, Peachtree
- Confident to do any accounting software

PERSONAL SKILLS

- Loyalty
- Professionalism
- Self-Confidence
- Problem-Solving

PERSONAL DETAILS

Date of Birth :03/05/1999

Gender : Male

Nationality : Indian

Marital Status : married

Religion : Muslim

Languages Known : English, Malayalam and Hindi

REFERENCE

Reference can be provided on demand