

MAHAROOF ABDUL LATHIF

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ACCOUNTANT PROFESSIONAL

Offering 2+ years of extensive cross-functional experience

PROFILE

An accountant with 2+ years of experience and excellent knowledge of finance & accounting procedures and excellent payable & receivable processes and experience in using TALLY ERP9 and other similar accounting systems. Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

PROFESSIONAL EXPERIENCE

V.Senthilnathan &Co, Chartered Accountants – Chennai

From Sep 2012 – Mar 2014

Audit Assistant

- ✍ Checked and inspected the accuracy of accounts receivable, travel and payable ledgers.
- ✍ Analyzed and recommended changes in internal audit controls using Tally ERP9.
- ✍ Created and managed budgets balance sheet and others related financial statements.
- ✍ Worked closely with outsourced audit team.
- ✍ Maintaining files & confidential documents carefully.
- ✍ High –speed data entry.

Metro trading co. (Britannia distributor) – Chennai

From July-2014 – Nov 2014

Accountant

- ✍ Daily enter the data into computer system using defined computer programs (Tally ERP9)
- ✍ Maintaining the petty cash Book
- ✍ Monthly closing of accounts
- ✍ Accounting entries, supporting documentation and accounting records and co-ordination.
- ✍ Monitoring Payable & Receivable review and finalize monthly collection reports
- ✍ Preparation & posing of sales invoices, journal vouchers, bank receipt/bank payment vouchers.

Elenco General Trading Establishment, ABUDHABI, UAE

From Feb 2015 – Mar 2020

Estimator/Sales Coordinator

- ✍ Pricing the retail queries receive from different customers.
- ✍ Finding the correct Brand and Supplier upon receipt of the Tender Specifications

- ✍ Segregating the specifications as per the Suppliers/Brand to get the quotations from different suppliers.
- ✍ Checking the Tender Drawings against the Specification to prepare BOQ.
- ✍ Upon receipt of supplier quote, estimating the Freight charges.
- ✍ Preparing Bill of Quantity and Tender documentations as per the Client / Contractor requirements.
- ✍ Preparing the Tender submission.
- ✍ Preparing the Compliance Statement.
- ✍ Maintaining and updating Manufacturers price list in the product library
- ✍ Prepare estimates for use in selecting Vendors or Sub-contractors.
- ✍ Assisting Sales Staffs for project negotiations.
- ✍ Negotiating with Sub-contractors.
- ✍ Assisting on Ordering for Stocks and Projects.
- ✍ Visiting Exhibitions to find a new product ranges / Suppliers.
- ✍ Recommending the products to Customers based on their specific interest or requirements.
- ✍ Assisting Customer related queries on Products and Specifications.
- ✍ Co-ordinate with different Clients.
- ✍ Co-ordinate with Project team to accomplish the project till hand over and maintenance.
- ✍ Co-ordinate or instruct designers to make new kitchen / laundry drawings.
- ✍ Self-correspondence with Suppliers and Customers.
- ✍ Preparing the Material submittal for client approval.

Extra-Curricular Activity

- ✍ Certified in ORIRNTATION PROGRAMME(IPCC) from Institute of chartered accountant of India
- ✍ Certified in Computer Training Course in Institute of chartered accountant (ITT) of India
- ✍ Certified course in TALLY ERP in Bharathidasan University, Trichy-India
- ✍ Certified in Type writing in Junior Grade (30 words per minute).

Key Skills

- ✍ Highly self-motivated, confident and professional individual
- ✍ Good team player who possesses excellent problem solving skills
- ✍ Excellent listening, communication and interpersonal skills, both written and verbal
- ✍ Team oriented organized and manage time well.
- ✍ Work well under pressure, flexible and quick learner.
- ✍ Excellent computer (MS-OFFICE), data entry skills

EDUCATIONAL CREDENTIALS

Bachelor of Commerce (B.COM)

Bharathidasan University, Trichy-India

Date of Birth: 20th July 1992

Nationality: Indian **Marital Status:** Married **Product Training Attended:** Zanussi, Hobart, Rational, Robot coupe, Santos

Other Interest: Athletic, Badminton Keeping very good health
