

Javad Ummer

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Current Location: DUBAI, UAE



Career Objective:

To expand on my professional skills in a forward thinking and exciting company where I could contribute my knowledge and skills in the field of financial operations for the success of the organization as well as have progressions in my career line.

Current / Latest Employment:

Working as an 'Accountant' with **Real Star Plastics Trading L L C**, Dubai, UAE.
(Since Nov 2020 To Till Now)

Primary Duties & Responsibilities executed in latest employment:

➤ Accounts Payables: (Reporting to Finance Manager)

- ✓ Accounting, monitoring and controlling the payables as per the procedures of the company.
- ✓ Documents complying the purchase policy of the company are accepted at the accounts department and accounted timely.
- ✓ Documents insisted to comply the purchase policy are comparison quotations from market, management approved Purchase order, management approved margin sheet (in case of material purchase for reselling), signed service/ material receipt note from the concerned personnel in our company.
- ✓ Chases for invoices from supplier. Reconciles supplier statement and processes payment on due date.

➤ Banking Activities

- ✓ Execute banking transactions as necessary to maintain fund positions at various accounts to meet the settlement needs. Includes functions like preparing bank transfer letters, hedging, invoice financing and bank/treasury borrowings. Maintaining the transactions in OD accounts.
- ✓ Ensure the daily receipt and payment entries are accounted
- ✓ Ensure bank statements reconciliation before month-end account finalization.

- ✓ Coordinates with bank for some special arrangements, queries and confirmation of transactions.
- ✓ Weekly /Monthly Cash Position reports are made as required by Finance Manager.

Accounts Receivables

- ✓ Responsible for the ensuring client payments are received accurate based on the invoices.
- ✓ Process accounts, maintain ledgers and allocate receipts to customer account as required.
- ✓ Perform day to day financial transactions including verifying, classifying, computing, posting and recording accounts data.
- ✓ Prepare invoices and bank deposit slips.
- ✓ Ensure timely delivery of services and invoices to customer.
- ✓ Reconcile the accounts receivable ledger to ensure that all receipts are accounted for and properly posted.
- ✓ Facilitate receipt of invoices due amount by sending bill reminders and contacting clients.
- ✓ Chase overdue invoices by telephone, email & letter within agreed timescales.
- ✓ Generate financial statements and reports detailing accounts receivable status.
- ✓ Preparing monthly client statements.
- ✓ Provide support in semi-annual and annual company audit for accounts receivables.
- ✓ Maintain close relationship with sales team to have control over collection process and facilitate further sales.
- ✓ Monthly collection forecasts prepared as required by management.
- ✓ Detailed Customer Over dues report or AR aging report is prepared fortnightly and monthly and accounting entries passed for the same.

Academic Qualification:

Courses	Certifying body / Institute	Duration of course	Year of Pass Out
B.Com (Co-operation) (Graduation)	Kannur University, Kerala, India	3 Yrs.	2018
Higher Secondary Certificate (Class XII)	Department of General Education, Kerala, India	2 Yrs	2015

Computer Knowledge:

MS Office (includes MS Excel, MS Word, PowerPoint) Tally ERP 9

Projects Undertaken:

- In House Training: Undergone 45 days training in 'Payyannur Co-operative Rural bank Ltd', Kerala, India.

Personal Traits:

- ✓ Good Communication skill
- ✓ Highly ambitious, well organized with motivational skills
- ✓ Efficient interpersonal skill leading to a good team member
- ✓ Good at creative, logical and analytical skills
- ✓ A quick learner keeping in pace with the latest technologies

Personal Profile:

- Date of Birth: 22/11/1997
- Sex: Male
- Nationality: Indian
- Languages Known: English, Malayalam & Hindi
- Marital Status: Single
- Passport No: N5541909
- UAE Light vehicle driving license
- Driving License No 4228644

Declaration: The details stated above are true to the best of my knowledge

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