



Al-Asker P.A

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Dubai, United Arab Emirates

ACCOUNTS CUM ADMIN ASSISTANT WITH 2 YEARS OF EXPERIENCE.

PROFESSIONAL SUMMARY

A professional with 2 years of work experience as an Accounts Cum Admin Assistant in UAE. Currently working as an Accounts Cum Admin Assistant in a leading contracting company OBAID JUMA MAJED CONTRACTING CO. LLC in Al Warsan Building, Al Barsha, Dubai From November 2019.

EXPERIENCE SUMMARY

- Manage all Accounting Transactions & Book Keeping
- Provides support to the Accounting Department.
- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Schedule appointments and maintain calendars
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Good Knowledge in Accounting Software's (Tally ERP 9, Quickbooks and Peachtree)
- Maintain transactions process in Accounting Software on daily basis (Cash/Bank receipts & payments)
- Manage and checking of office petty cash float.
- Arranging the bank facilities for the company.
- Handle all confidential documents and information
- Monitoring Bank activities and handling Bank facilities
- Prepares Bank Reconciliations.
- Supervise & Coordinate the Accounts division : ensure that all accounts are handled through proper channel
- Concentrating on accounts Receivables & Accounts payables aging Analysis reports and checking & processing of payment transfers.
- Maintains Accounts and directly report to the management.
- Reconcile the customers accounts on a regular basis and mailing of ledger statements to various clients.
- Suggest ways to reduce costs enhance revenues and improve profits.

WORK HISTORY

OBAID JUMA MAJED CONTRACTING CO. LLC

Accounts Cum Admin Assistant

Al Warsan Building,

Al Barsha, Dubai (November 2019-till date)

EDUCATION

- M.COM FINANCE IN THE YEAR 2015
Mahatma Gandhi University Kottayam, Kerala, India
- B.COM TAXATION IN THE YEAR 2012
Mahatma Gandhi University Kottayam, Kerala, India

DECLARATION

I hereby certify that all the above furnished information's are true and original certificates in support of the same will be presented upon request.

Place: Dubai

Date :

Thanking You

Al-Asker PA

SKILLS

Financial Accounting & Planning

Financial modeling

Banking & Cash Management

Computer Knowledge

Excellent Communication Skills

Excellent Arithmetic Skills

Planning & Organisation

Critical Thinking & Decision Making

Patience & understanding

Ability to manage multiple tasks

LANGUAGE

English-Hindi-Malayalam-Tamil

Full Professional Proficiency

SOFTWARE PROFICIENCY

Tally Erp 9 GST 2019

Tally ERP9 FOR BEGINNERS

Microsoft Excel

Micro Soft Word

Microsoft PowerPoint

PERSONAL PROFILE

Date of Birth : 02/01/1990

Sex : Male

Religion : Muslim

Nationality : Indian

Marital status : Married

Passport No : K0393691

Exp Date : 08th April 2022)

Visa Status : Job Visa

Visa Expiry Date : 09-03-2022