



Al-Asker P.A

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Dubai, United Arab Emirates

ACCOUNTS CUM ADMIN ASSISTANT WITH 6 YEARS OF EXPERIENCE.

PROFESSIONAL SUMMARY

A professional with 6 years of work experience as an Accountant. 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 still continue.

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)

PENTA PACK POLYMERS PVT LTD

Ernakulam, Kerala, India
Accountant, (September 2015 to August 2019)

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

Bookkeeping & Accounting Skills

Familiarity with office operations

Customer service orientation and interpersonal skills

Organizational skills and reliability

Strong numeracy skills

Computer proficiency and knowledge of relevant software

Effective communication

Attention to details and accuracy

Confidentiality

Cash Handling

Data entry skills

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