



# ABDUL AZEEZ I S

## Accountant

+971 581367982

Whatsapp 6364574470

[abdulazeez261786@gmail.com](mailto:abdulazeez261786@gmail.com)

UAE

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### Professional Summary

Results-driven & detail-oriented Junior Accountant with **6 years** of experience in financial reporting and analysing. Proven track record of ensuring compliance with accounting principles and relevant regulatory requirements. Skilled in business accounting and finance, internal auditing, Account & bank reconciliation, Quotation & Order Processing, GST & UAE VAT computations. Proficient in accounting software such as **Tally ,SAP S4HANA & attending Zoho books** . Possess good communication, attention to detail, problem-solving, and ability to work in a team /independently to achieve organizational growth.

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### Work History

#### Accountant\_(6 years)

**National Traders, Mysore, India**

**(Oct 2018 - Oct 2024)**

- Day to day book keeping & Accounting
- Ensuring accuracy in all financial records and statements
- Preparing Profit & Loss Statement and Balance sheet
- Tax Invoice processing and verifications for payments
- Managing Accounts Receivables & Accounts Payables
- GL Reconciliations & Bank Reconciliation processing
- Assisting external auditors with required documents
- Updating the team with regular MIS reports
- Monthly Tax Payments and Return Filing
- Ensuring compliance with organization's policies & adherence to accounting principles and rules.

#### Billing & Quality Check

**Pattabi Enterprises P Ltd, Mysore, India**

**(Dec 2017 - July 2018)**

- Generating Tax Invoice for the supplies
- Processing raw material order for continuous operations
- Conducting thorough QC & reported production data to the management

#### Apprenticeship

**Ferro Foundaries P Ltd, Mysore, India**

**(Mar 2015 - Mar 2016)**

- Hydraulic Power-pack Technician

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### Educational Qualifications

#### Bachelor of Commerce (Accounting & finance)

**(2021-2024)**

Bharathiar University, Coimbatore

#### Fitter - Technical Diploma

**(2013-2015)**

Plantation workers ITI, Gudalur

#### Higher Secondary Course

**(2011-2013)**

ST Thomas Higher Secondary School, Gudalur

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## Certifications / Courses

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- Business Accounting & Finance Certification
- Tally
- SAP FICO S4HANA
- UAE VAT filing - Workshop Certification
- MS Power BI Work-shop

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## Skills

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- Attention to detail
- Quick Learning
- Client Communications
- Problem-solving
- UAE VAT
- Analytical
- Organizational skills

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## Tools/Accounting software

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- Tally - Expertise
- SAP
- MS Excel - Advanced
- Power BI - Intermediate

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## Languages

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- English
- Hindi
- Malayalam
- Tamil
- Kannada

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## Visa Status

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- Visit Visa
- Validity \_ 27/02/2025