



HAITHAM KARIM

+971 559320036



haithamkarim123@gmail.com



HaithamKarim



NATIONALITY : INDIAN
DOB : 08-02-1995
Visa Status : Visit Visa

LANGUAGES KNOWN:

English
Hindi
Malayalam

Key Skills:

- ❖ Attention to Detail
- ❖ Time Management
- ❖ Deadline Orientated
- ❖ Communication Skill
- ❖ Quick Learning
- ❖ Confidentiality
- ❖ Hardworking

CAREER OBJECTIVE

To build a strong and successful career in accounts and finance and obtain a challenging position in forward looking companies that require highly motivated person to attain the objectives

JOB PROFILE

Designation : Assistant Accountant Cum Document Controller
Company : Al Nuaimi Group L.L.C Ras Al Khaima
Time scale : Nov 2019 –Aug -2021

Job responsibility:

- Preparation of purchase vouchers
- Preparation of payment vouchers and cheque preparation
- Preparation of invoices and payment follow up
- Entering accounting transactions in to accounts software
- Proper documentation of accounting vouchers
- Bookkeeping – Sales, Purchases, Expenses and other daily journal transactions.
- Keep track of petty cash accounts, preparing monthly petty cash statements
- Filing for Vat, and maintain records and documents
- Facilitated Submission of all documents to respective departments through regular audit corporate documents
- Scrupulously evaluated and validated all documents to enable document control
- Ensure adherence to establish operating procedures during document submission
- Implemented submission of all document within time and quality parameters
- Maintain accountig documents and records.

ACADEMIC CREDENTIALS

- B.com with Computer Application (University of Calicut,kerala)
- Diploma in Professional Accounting
- Higher secondary education(12th)
- 10th Grade/Matriculation (SSLC)

TECHNICAL AND COMPUTER KNOWLEDGE

- ERP
- ZOHO
 - Tally ERP 9 Version Release 6.4.7
- Quickbook,Peach tree
- M S Office
 - Excel Accounting, Word .
- Confident to do any accounting software

VAT Calculation for GCC

Declaration:-I do hereby declare that all the information given above is true to the best of my knowledge and belief.

**HAITHAM KARIM
DUBAI 01/10/2021**