



ASHIQ. KM

Abudhabi, UAE

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E mail: ashiqusman86@gmail.com

UAE Experience; Accountant/ Accounts Payable/ Bank reconciliation / Accounts Receivable

Profile

Looking forward to an exclusive opportunity in a challenging environment, which will help me to grow stronger and healthier in my career life. I have **UAE** experience in diversified fields of Accounting, Finance, Bookkeeping, Payable and receivables, with a leading companies in UAE. Now looking for a suitable position with a company which offers genuine opportunity for progression and where I can make a significant contribution.

Education



Bachelor of Commerce in Co-operation (B.Com)

Calicut University, Kerala, India. 2011

Graduated May 2014

Professional Snap Shot

- Comprehensive knowledge of Tally ERP.9 Solid working knowledge of MS Office with a strong level of proficiency in Excel.
- Quick Learner & well adaptable to changes and pressures at work place
- Strong academic and professional background.
- Excellent knowledge of Generally Accepted Accounting Principles and Accounting Standards.
- Excellent communication skill and ability to present complex information in an understand format.

Employment History

- ❖ From November 2019: Fine Pack Plastics LLC, Musaffah M45, Abu Dhabi, UAE. Still Has been working

Designation: **Accountant**

Professional Knowledge

- ✚ Tally ERP
- ✚ Peach Tree
- ✚ MS office



Core Competency

- Account receivable and payable
- Accounting Works
- VAT Filing
- Bank reconciliation



Languages

English. : Proficient

Hindi. : excellent

Malayalam : Native



Job Responsibilities:-

- Manage all accounting function for this company including account payable and receivable.
- Verifying day to day financial operations with regard to financial Accounting.
- Manage effectively Accounts payable Account, Review and sign all journal entries and payment vouchers.
- Preparation of LPO, Quotations, Invoice when required
- Review all petty cash reimbursements for proper documentation and ensure adherence to petty cash policies and procedures.
- Preparing Monthly expenses accruals for contract, maintain a control sheet for all prepaid expenses.
- Prepare VAT returns and Audit
- Coordinate with HRD department for payroll and accruals and other governmental.
- Prepare the monthly journal entries for accrued expenses that have been incurred to a given accounting period but not yet paid for utility bills and wages and salaries.
- Preparation of financial statement i.e.(P&L A/C, Balance Sheet & cash flow statement)
- Bank books, cash book, journal vouchers, debit notes and credit notes were verified during vouching.
- Negotiating prices quantities and delivery time scales

Key Skills

- ◆ Ability to execute ideas effectively
- ◆ Strong organizing and planning skills.
- ◆ Quick familiar with any Accounts Software’s.
- ◆ Good communication skills (oral and written).
- ◆ Enjoy with clients and in teams
- ◆ Team building and leadership qualities



Declaration

I hereby declare that the above given information are correct to my best of knowledge.

Ashiq km

For more information please don't hesitate to contact me.

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Computer Skills

❖ **Ms Office / Excel / Internet**



Personal Details

Nationality : Indian
Gender : Male
DOB : 31-08-1994
Marital Status: Single
Passport No : M2401167
Visa Status : Visit Visa
Validity : November
: 2020

