



# SULTHAN JABIR

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**Senior Accountant** with **3 years'** experience in **UAE**. Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the companies' purpose and profitability. An experienced team player committed to improving overall business processes and building a cohesive business environment.

## Experience

### Jamal Al Marri Mobiles Phone Tr LLC (Dec 2017 till date)

Head quartered in Sharjah, Jamal Al Marri is a trusted partner and **National distributor of Etisalat** which deals with wholesale and retail distribution of all Etisalat. The group has **15 retail outlets** and **100 sim card activation kiosks**. The group also owns **Le Blue – bottled drinking water** manufactured with the most modern technology and have a strong distribution channel all over United Arab Emirates, Kuwait and Sultanate of Oman with a fleet of 35 vehicles.

**Role: Senior Accountant** – Accountant, Accounts Receivables Executive and Purchase & Accounts payable associate. Areas handling are as follows;

- ◆ Assist managers in **planning monthly sales** and **monthly budgets**
- ◆ Preparing **targets and commission schemes for sales team** based on their area and profitability.
- ◆ Compiling the daily reports and preparing MIS report on the daily activity to the management.
- ◆ Supervise the collections and maintain strong cash flow through efficient collections.
- ◆ Oversee creation of new accounts including assessing credit risk and assigning terms and credit limits
- ◆ Maintain the corporate credit policy to ensure compliance with changing regulations and improve collections efficiency

## Education

### B.com – Finance

University of Calicut, India  
(2012)

### 12<sup>Th</sup> – Kerala HSE

(2009)

## Areas of Expertise

Accounting  
VAT  
Accounts Receivables  
Accounts Payables  
Month end closing  
Cash flow management  
MIS Reports  
Payroll  
Analysis

## Software

Focus  
Tally ERP 9  
Peachtree  
MYOB  
MS Excel  
MS Word  
MS Outlook

## Typing

English

- ◆ Regularly review customer credit terms and initiate actions against delinquent customers
- ◆ Reviewing ageing report and ledger for potential bad debts and writing them off when necessary.
- ◆ Oversee complete full cycle accounts payable processing including receiving and verifying invoices against contracts and purchase orders, obtaining authorization and processing payments.
- ◆ Prepare staff wise profitability report.
- ◆ Prepare salesmen commission payout report based on the achievement of their targets.
- ◆ Supervise periodic stock taking.
- ◆ Verify monthly staff salary file and process the payment through
- ◆ **Assist Finance Manager in monthly accounts closure** and monthly reporting to the management.
- ◆ **Assist Finance Manager to File perioding VAT Returns and liaise with the FTA for refunds.**
- ◆ Reconciling intercompany balances.
- ◆ Oversee the company's use of trade finance products and liaise with counterparties, banks and insurers.
- ◆ Liaise with the **Statutory Auditors** and prepare schedules for the Auditors.

## Personal Info

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**Sex:** Male

**Nationality:** Indian

**Status:** Married

**Age & Dob:** 30 Yrs,  
03.07.1990

**Visa:** Employment

**Availability:** Immediate

## Language

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English

Hindi

Malayalam (Mother  
Tongue)