



ROBIN ABRAHAM

Accountant

(Available for Immediate Joining)

+971-50-6209045

robinabrah@gmail.com

Al Qusais, Dubai

Personal Details

Nationality : Indian

Age : 36

Religion : Christian

Marital Status : Married

Visa Status : Residence Visa

Driving License : Valid UAE

Driving license

Notice Period : Immediate

Core Skills

- VAT Invoice
- Payroll & WPS
- Bank Reconciliation
- Debtors & Creditors Reconciliation
- Intercompany Accounts handling
- Budget Preparation
- Inventory Control and Analysis
- VAT Filing
- Preparation of Financial Statements



SCOPE AND OBJECTIVE

Competent and Professional excellence with overall 12 years of experience as Accountant in India and Dubai with expertise in all accounting functions up to Finalization of Accounts.



EXPERIENCE

ACCOUNTANT, NALAPAD INVESTMENT LLC

Business Bay, Dubai – UAE

June 2019 - August 2021

Managing the entire accounting function of their Trading Divisions – **BIN EID DIESEL TRADING CO LLC** and **ALLIANCE ENERGY LLC** engaged in the business of Diesel Trading.

- Analysing, Summarizing and Posting of accounting transactions in a timely and efficient manner.
- Verifying the Daily Sales Report and Issuing of Tax Invoices to Customers on a daily basis.
- Preparing and sending quotations with competitive price to prospective customers.
- Preparing and maintaining Cash Flow statement (CFS) and discussing it with Senior Management and advise them on various risk and mitigate risk.
- Efficient follow up of Accounts Receivables (AR) by daily updating the list of Debtors.
- Daily recording of Cash, Cheques, Online Transfer received in the books and ensure timely depositing / receiving in the bank and do the Bank Reconciliation (BR) properly.
- Accurately tracking Accounts Payables (AP) and ensuring that all payments made to Suppliers are properly approved by Senior Management.
- Controlling and administering of Petty cash.
- Reconciling actual Stock in hand at the end of the day and reconcile with the system.
- Preparation & submission of Salary and overtime / allowances of employees through Wages Protection System (WPS).
- Calculation of Gratuity of employees and accounting it as per rules.
- Handling Intercompany accounts.
- Preparing various MIS Reports and timely direct reporting to Group Finance Controller and Managing Director.
- Preparing and filing of Value Added Tax (VAT) returns for all group companies on timely basis.
- Preparation of Financial Statements and reporting to Senior Management on monthly basis.
- Liaise with Internal and External Auditors in completing the year end Audits.
- Maintaining employee records and assist the HR/PRO in visa related works.

Strengths

- Energetic and capable of working on own initiative
- Meticulous with keen eye for details
- Strong commitment to service excellence
- Team spirit
- Problem solving skill
- Hard Work
- Punctual and optimistic
- Honest and Confident
- Ability to work to deadlines, under pressure, and the willingness to put in the extra hours when needed

Software Skills

- Tally ERP 9
- Peachtree
- Profit Accounting
- MS Office
- Google Sheets
- Email & Internet Applications

Projects Undertaken

- A study on Financial Ratio Analysis at Cochin Stock Exchange (CSE), Kerala – India for 2 months
- An Organisational study at Kerala Housing Finance Ltd (KHFL), Kerala – India for 1 month

ACCOUNTANT, THOMSUN GROUP

DIP, Dubai – UAE

July 2018 - June 2019

Managing the entire accounting function of their Properties Division – **THOMSUN TRADING INTERNATIONAL FZC** engaged in providing Labour Accommodation.

- Coordinating with prospective clients for finalizing Rent, Security Deposit and Taxes.
- Preparing Tenancy Contracts for each tenant and collection of cheques in a timely manner.
- Issuing Tax Invoices against each contract and promptly collecting the payments.
- Coordinating with tenants for registering contracts with Ejari system.
- Accurately reports Tenant payments received and due to Property Manager and answering queries regarding statements of tenants.
- Coordinating with Facilities Management team and ensure all services provided meets the required standards.
- Sending periodic Reports of Tenants, Vacant Rooms, Contract Expiry list to Management.
- Accounting of Revenue, Expenditure, Prepaid, Accrued, Assets and Liabilities entries in a proper manner.
- Preparing & Maintaining Budgets, Depreciation schedule, Fixed Asset Register.
- Daily Reconciliation of cash & Bank Book with the Statement and resolving any discrepancies.
- Following up of receivables and processing of payables as per schedule.
- Preparation & submission of Salary and overtime / allowances of employees through Wages Protection System (WPS).
- Preparation & finalisation of Accounts includes preparation of Trial Balance, Trading & Profit and Loss a/c and Balance Sheet.
- Liaise with Internal and External Auditors in completing the interim and year end Audits.

ACCOUNTANT, THOMSUN GROUP

Dubai Healthcare City, Dubai – UAE

March 2014 - June 2018

Managing the entire accounting function of their Education Division – **POPULAR MUSIC INSTITUTE** and **SING & SWING TRAINING CENTRE** engaged in the providing Music Education.

- Checking Revenue & Expenditure on a daily basis and allocating it in appropriate accounts.
- Handling Petty cash, cash book and bank transactions.
- Preparing Asset, Liability and Capital account entries by compiling and analyzing account information.
- Invoicing and coordinating with clients for Rental of Musical Instruments.
- Following up of receivables as per schedule.
- Monthly and yearly stock taking and submitting stock reports.
- Preparation of Bank reconciliation statement, Cash flows and early Budget schedules.

Languages Known

English

Malayalam

Hindi

Tamil

References

Available upon Request

- Preparation & submission of Salary and overtime / allowances of employees through Wages Protection System (WPS).
- Preparation & finalisation of accounts including day to day vouchers for the preparation of Trial Balance, Trading & Profit and Loss a/c and Balance Sheet.
- Handling Intercompany accounts.
- Computation of VAT and maintaining tax related accounts and Filing of Tax returns in a timely manner.

ACCOUNTANT, CPM TRADING COMPANY LTD

Kochi, Kerala – India

July 2009 - December 2013

Managing the entire accounting function of their Trading Division – **CPM TRADING COMPANY LTD** engaged in business of Hardware accessories & Building materials trading.

- Creating journal entries and allocation of revenues & expenses.
- Handling petty cash, cash book and bank transactions.
- Maintaining Purchase ledger, Sales ledger, and analysis of material cost.
- Invoicing and preparation of statements of payables & receivables.
- Preparation of Bank reconciliation statement.
- Yearly stock taking and submitting stock reports.
- Preparation & finalisation of accounts.



EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA – Finance & Systems)

Mahatma Gandhi University — 2008

BACHELOR OF COMMERCE (B.COM – Computer Applications)

Mahatma Gandhi University — 2006



PROFESSIONAL CERTIFICATIONS

ANALYZING COMPANY PERFORMANCE USING RATIOS

Coursera Project Network

August 2021

CREATE A PROJECT MANAGEMENT TRACKER USING GOOGLE SHEETS

Coursera Project Network

August 2021

INTRODUCTION TO BUSINESS ANALYSIS USING SPREADSHEETS

Coursera Project Network

July 2021



DECLARATION

I, Robin Abraham, hereby declare that the above said facts are true to the best of my knowledge and belief.