



# SYED ISMAIL

## ACCOUNTANT

With more than 3 years of GCC experience

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➔ ismailkollam1@gmail.com 📍 Dubai

### KEY SKILLS

Accounts Payable  
Bank Reconciliation  
Branch Accounting  
Ageing Analysis  
Accounts Receivable  
VAT  
Petty Cash  
MIS Reports  
Inventory Registers

### EDUCATIONAL QUALIFICATIONS

MBA (Finance / Marketing) 2015

Marthoma Institute of Information  
Technology Ayur, Kollam - 2015

B.com (Computer Application)

University Institute of Technology,  
Pathanapuram - 2013

### ADDITIONAL QUALIFICATIONS

Tally ERP 9

SAP - FICO

### WORK EXPOSURE

#### Just Optic LLC Dubai, UAE

##### Accountant (NOV 2020–OCT 2021)

###### Responsibilities/duties performed

- Enter all documents Purchase, Purchase order, Receipts, Payments, Debit notes & Credit notes etc.
- Preparation of inventory registers and inventory movement analysis
- Handling the Accounts Payable
- Verifying Tally Synchronization from outlets
- Checking the POS card statement
- Preparing the salary and end of service settlement
- Coordinate the AMC team and PEST control
- Applying the salary card for staff
- Submitting the monthly sales report to mall management
- Preparing Cheques and Depositing cash in CDM
- To manage the debtors with the help of aging reports.
- VAT Return & Petty cash management

#### The Star Trading LLC Muscat, Oman

##### Executive Accountant (FEB 2018 – MAR 2020)

###### Responsibilities/duties performed

- Preparation of monthly statements & reporting to top management.
- Record bank transactions & reconcile bank balances on monthly basis by using accounting software, such as Tally ERP 9.
- Handling the Accounts Payable & Accounts Receivable.
- Preparation of LPO & quotations.
- Vouching of cash and bank books, sales and purchase register, Debtors & Creditors Ledger so as to authenticate the figures appearing in the Books

## COMPUTER SKILLS

MS Office Applications

(Excel, Word, Power point)

Accounting Packages

## KEY STRENGTHS

Positive Attitude

Confidence

Perfection

Creative

Polite

Fast Learner

## PERSONAL DETAILS

Father's Name: Muhammad

Ibrahim Date of

Birth : 27-06-1991

Gender : Male

Nationality : Indian

Marital Status : Unmarried

Visa Status : Cancelled Visa

Languages : English, Hindi,  
Malayalam, Tamil

- Ageing analysis of Debtors & Creditors.
- Receiving sales orders & scheduling delivery process.
- Verification of inventory registers & reconciliation of same

### Accounts Centre Punalur, Kerala

#### Accountant (Dec 2016 – JAN 2018)

##### Responsibilities/duties performed

- Handling Self-Correspondence with all business clients, suppliers and banks.
- Collecting the Purchase and sales register documents from the clients
- Receivable, Cash management, General ledger and Inventory modules
- Handling Petty Cash
- Filing Kerala VAT
- Maintain Salary PAYROLL Calculations.
- Outstanding list and reporting to management.
- Preparation & finalization of financial accounts for clients

### B Hari Kumar & Associates Chartered

#### Accountant Kottarakara, Kerala

#### Assistant Accountant (NOV 2015- NOV 2016)

##### Responsibilities/duties performed

- Maintaining various registers including purchase & sales registers.
- Handling accounts receivables & payables.
- Filing of monthly tax returns (VAT).
- Verification of bank reconciliation statement, Fixed Assets and stock
- Vouching of cash and bank books, sales and purchase register, Debtors. ledger, Creditor's ledger, General ledger to authenticate the figures appearing in the books of accounts of the client.
- Ageing analysis.
- Handling Petty cash

## DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

**Syed Ismail**