



## **ABOOBACKER SIDDEEQ ZAKUAN**

### **Accounts & Finance**

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Dubai, United Arab Emirates

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### **Objective:**

Seeking a **Position in Accounts & Finance** to use my education & experience as an asset in the growth of the Organization. The ideal environment will be professionally stimulating and will offer opportunities for career advancement.

### **Profile:**

- Have 1+ years of experience in accounts & finance.
- Hold a Degree in Commerce (B. Com.).
- Good communication skills in English & Hindi.
- Can efficiently work in a computerized accounting environment and has hands-on experience Tally Solution
- Detail-oriented, efficient & organized professional with extensive experience in accounting systems.
- Possess strong analytical & problem-solving skills, with an ability to make a thoughtful decision
- Resourceful in completing projects & efficient in multi-tasking.
- Have the ability to quickly identify problems as well as provide appropriate solutions.
- Energetic & self-motivated with a high degree of cultural sensitivity. Can work under pressure & meet deadlines.

### **Employment History:**

- ✓ **Assistant Accountant**, Worked in this capacity in the back office of a proprietary accounting and Audit firm of Chartered Accounting in Kasaragod-India, April 2020 to Dec 2021

**Duties and Responsibilities:**

- Supervise & coordinate the Accounts division, ensuring that all accounts responsibilities are handled efficiently and effectively.
- Ensure accuracy of the information contained in financial reports & their compliance with statutory requirements.
- Manage the day-to-day financial transactions of the company.
- Supervise the whole range of Accounts Payable & Receivable. Assisting in finalization of periodic closing of books of accounts
- Prepare day-to-day bank transactions & day to day cash transactions reports.
- Responsible for daily funds position, weekly receivables position & reporting to Finance Manager
- Ensure periodical reconciliation of Account receivables and Account payables.
- Ensure effectiveness of Control Over fixed assets & inventory.
- Check Monthly Bank Reconciliation Statements of all bank accounts maintained, resolve any differences in a timely manner.
- Liaise with external auditors, take corrective action wherever required.
- Assisting in preparation of data for periodical VAT Return.

**Educational Attainments:**

**Bachelor in Commerce (B. Com), Rosario College of Management Mangalore, Karnataka, India**

**Technical Skills:**

Operation System : Windows 10  
Accounting Package : SAP(Fico)Tally ERP 9  
Application Package : MS Office Package

**Personal Data:**

Date of Birth :01/02/1999  
Passport No : V3340886  
Marital Status : Single  
Languages Known : English, Hindi, Kannada, and Malayalam  
Visa Status : Visit Visa

