

## **AFSAL K**

### **ADMIN & ACCOUNT PROFESSIONAL**

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Mobile No: +971547874251



### **CAREER OBJECTIVE**

To make solid contribution in Administration and Accounts towards the organization I serve by bringing the gap between existing resources of the organization and its strategic administrative and financial objectives by adopting suitable strategies either on my own or as part of a management team with special emphasis on quality of service.

### **PROFILE SUMMARY**

- 4 Years + of professional experience in Administration & Accounting in UAE.
- 1 year + of professional experience in Accounting in India
- Hands-on Experience in: Administrative functions, Accounting functions, Sales administration, Marketing functions and Customer care.
- Proficient in using ERP, Tally & MS Office Application especially in Excel and Word
- Possess excellent analytical, management, administration & problems solving skills.
- Possess demonstrated ability to work effectively and congenially with employees at diverse Level/Strongly commercial with excellent communication and influencing skills.
- Generate and distribute monthly financial reports.

### **PROFESSIONAL EXPERIENCE**

#### **Burj Al Masakn Real Estate Co**



One of the leading Real Estate and investment Company in the United Arab Emirates having the service and facilities at Sharjah, Dubai and Abu Dhabi.

**As an Administrative officer & accountant of this company iam reporting to the management.**

Tenure: Aug 2017 to present

### **JOB RESPONSIBILITIES**

- Manages daily activities of office as well as company administration, accounting functions and marketing activities
- Provide secretarial and administrative support to Real Estate Managers
- Handling mail, Updating tenant records, Collecting rent payments
- Arranging building events, and getting involved in financial planning activities
- Established positive client relationships by fielding initial calls from prospective clients with data entry and listing of activity logs
- Carried out necessary job functions utilizing Microsoft Word, Excel, and PowerPoint
- Handled customer complaints over the phone for all of his Managed Properties
- Make quotations for the properties, renewals of properties and handling cheque return cases
- Take part in account payable of the company like cheque preparation and invoice posting.

- Taking bank statements from online & posting daily banking entries and reconciliation.
- Keeping the payment registers and sending daily cash flow reports to the reporting authority.
- Took over all the payable matters in no time and started handling the supplier's related queries and payment issues, negotiation for credit terms & early payment discounts.
- Preparing the monthly schedules for the all income and expenses and sending to the finance manager.
- Passing all the entries like purchase, sales, receipt, payment, and journal vouchers.



#### **K A Super Market Payyoli**

One of the leading wholesale and retail dealers based in Calicut, India

**As an Accountant excicutive of this company iam reporting to the management**

Tenure: 2016(Aug)-2017(July)

- General ledger entry including Accruals and prepayments
- Handling accounts payable & receivables as well as Petty Cash, Debtors & Creditors reconciliation.
- Preparation and input of month end journal vouchers, Posting Journal entries.
- Preparing trial balances and Balance sheet reconciliation, preparing financial statements.
- Responsible for preparation of cash, bank, journal, purchases, contra & sales for submission of monthly/ fortnightly accounts documents.
- Assisting internal/external Auditors with Queries, Dealing with statutory returns.

#### **PERSONAL INFORMATION**

FATHER NAME: ALI KK

DATE OF BIRTH: 08/12/1993

GENDER: MALE

MARITAL STATUS: SINGLE

NATIONALITY: INDIA

PASSPORT NO: J1903003

#### **ACADEMIC QUALIFICATION**

- M B A (Master of business administration)  
Bangalore University (Finance & Marketing) 2014-2016
- B.COM (Bachelor of commerce)  
University of Calicut (co-operation) 2011-2014
- +2 / PUC  
I P C HSS Payyoli (Board of Higher Secondary Education Kerala, Commerce) 2009-2011
- 10TH /S.S.L.C.  
G V H S S Payyoli (Board of Public Examination (Govt.of Kerala) 2007-2009

### **CERTIFICATIONS & COMPUTER KNOWLEDGE**

- Tally (ERP9)
- Microsoft Excel (Advanced)
- Microsoft word
- Microsoft power point
- Microsoft outlook
- Computer proficiency

### **DECLARATION**

I hereby confirm that the above information in this document is accurate and true to the best of my knowledge and belief.

Place: United Arab Emirates

Date: 28/08/2021

AFSAL K