



FAYIS ABOOBACKER



+971559810403



fayis666@gmail.com



Dubai



Passport-V1849083



Driving license - 2457324



Visit visa valid up to 10/12/21

WORK EXPERIENCE



General Accountant- Fathima Group of Companies, Abu Dhabi Sep 2016 – Feb 2020

- Preparation of daily cash/fund flow statements and daily sales report.
- Finalization of accounts and closing the books monthly and yearly.
- Preparation of Balance Sheet, Profit And Loss Account, Cash flow Statements and Other MIS Reports.
- Preparation of specific reports to the Accounts Manager.
- Verification of leave salary settlement and end of service benefit calculation
- Control over PDC and cash
- Handling petty cash and suspense
- Inter Branch Reconciliation & Vendor Reconciliation
- Preparation of bank reconciliation statement.
- Preparation of yearly financial budget.
- Verification and submission of monthly payrolls including all allowances and deduction.
- Review all invoices for appropriate documentation and approval prior to payment
- Post stage of cheque preparation: - Forwarding for signature, verification and releasing to suppliers.
- Preparing Accounts Using Accounting Software SAP.

PROFESSIONAL SUMMARY

knowledgeable accounting professional bringing total SIX year of experience in UAE and INDIA. successful at revamping and strengthening control. reorganizing processes and simplifying procedures to maximize efficiency and accuracy of accounting records. Proficient in SAP(fico) and TALLY ERP9 etc.

EDUCATION

MBA-Sikkim Manipal University
(course on going)
Reg No:-1411002034

B-COM-Calicut University
Kerala (2013)

SKILLS

- Excellent in written and verbal communication
- Accounts payables and receivables
- Advanced book keeping skills
- SAP expertise
- General ledger expertise
- month end process
- schedule management



Accountant Anglo Linguistic center, Kerala Feb 2013-July 2016

- Preparation of Annual Audit report.
- Maintain petty cash and Cash deposit
- Preparation of monthly financial summary.
- Dealing with collection and follow-up procedure
- Preparing general correspondence.
- Assist in all Office Administration Activities.
- Front desk support.
- Verification of Account Balance Passing Adjustment entries
- Finalization of accounts in Tally/other software.

SOFTWARE SKILLS	PROFESSIONAL TRAINING COURSES
SAP (FICO) TALLY ERP9 EXCELL WORD OUTLOOK POWERPOINT	DIPLOMA IN COMPUTER FINANCE AND MANAGEMENT. (Subjects: Tally ERP, Manual accounting, Advanced Excel, Peachtree etc.) CERTIFICATION IN INTERNATIONAL PURCHASING AND SUPPLY CHAIN MANAGEMENT. CERTIFICTION IN LOGISTICS MANAGEMENT. AUTOCARD
LANGUAGES	DECLERATION
English Hindi Tamil Malayalam	I hereby declare that the details furnished above are true to my knowledge and belief. <i>Fayis Aboobacker</i>