

## **RESUME**

### **Abdul Salam NP**

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Dubai



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#### **Profile:**

Seeking to obtain accountant opportunity with established company which will benefit from Six Years of experience and comprehensive knowledge of relevant Computer system and software.

#### **❖ Key Skills:**

- Excellent administrative, organizational and time management skills including knowledge of **Microsoft Word, Excel** and Outlook applications.
- Excellent PC and keyboard skills including Microsoft Excel, Outlook and Word.
- Computer literate, able to quickly and accurately enter information into databases, produce documentation, and supply information.
- Experienced in the preparation of monthly management accounts, Payroll, Bank reconciliation and PAYE compliance.

#### **❖ Additional Skills:**

- **Computerized Accounting Package ( Tally ERP 9 , Quick books, Meezan)**
- **Fully competent with MS-Word, MS-Excel, MS-Power Point.**
- **UAE Driving License (Manual) holding since Aug 2009.**

#### **❖ Career History**

##### **1 Accountant : GALAXY PETROL. – Dubai, U.A.E**

Worked as an Accountant at Galaxy Petrol from Jan 2020 to Mar 2020.

##### **2 Dnata. – Dubai, U.A.E :** Worked as an Baggage controller -June 2018 to To Jan 2020

#### **❖ Duties and Responsibilities:**

- Baggage allocation to flight
- Control of Transfer Baggage .

##### **3 Accountant : HOTLINE TELECOM L.L.C. – Dubai, U.A.E**

Worked as an Accountant at Mobile And Electronic Retails from June 2017 to June 2018.

#### **❖ Duties and Responsibilities:**

- Prepare trial balances of books ,P&L A/C & Balance sheet.
- Prepare payroll information.

- Purchases And Debt and Credit Control.

#### 4 **Accountant & Admin: Paris Group International L.L.C. – Dubai, U.A.E**

Worked as an Accountant & Office Admin with luxurious brand CANALI from June 2007 to June 2013 and VERSACE from June 2013 to 2016 July.

##### ❖ **Duties and Responsibilities:**

- Prepare trial balances of books ,P&L A/C & Balance sheet.
- Prepare payroll information.
- Reconcile records of bank transactions.
- Calculate and prepare cheques for utilities, taxes, and other payments.
- Receive and record the cash, cheques, and vouchers.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Maintain inventory records.

#### 5 **Inventory controller: BIN General Trading LLC.- Sharjah, UAE**

Worked as a Inventory controller from Aug 2003 – Apr 2006

##### ❖ **Duties and Responsibilities:**

- Receive and count stock items, and record data manually or using computer.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued

##### ❖ **Academic Credentials:**

1. **B.Com ,from Calicut University**
2. **Pre degree from Calicut University.**
3. **S.S.L.C. from Kerala Board**

##### ❖ **Personal Data:**

Date of Birth	10-03-1981
Nationality	Indian
Passport No:	T 4244494
Marital Status	Married
Languages Known	English, Malayalam, Hindi – Excellent
Visa status	<b>Visit Visa</b> ( Valid up to 25-03-2021)
References	Can be furnished immediately upon request.

Abdul salam Nalupurayil

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