



**A.ABDUL RAHIM, B.COM. (C S)**

**Dubai, UAE**

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**Summary:**

**10** years in the field of **Accounting, Procurement & Secretarial.**

**Objectives:**

A responsible position in a progressive organization which could provide me with a challenging opportunity for organizational growth involving various secretarial & administration skills.

#### **EDUCATION QUALIFICATIONS**

- |   |           |
|---|-----------|
| ✓ Bachelor's Degree in commerce (B.COM) C S | Year 2005 |
| - University of Madras                      |           |
| ✓ Tally 7.2 – Ver.9                         | Year 2005 |
| ✓ APX Software Course                       | Year 2007 |
| ✓ MS Office                                 | Year 2007 |

#### **EMPLOYMENT HISTORY**

Working as an **Accountant** with **PALS PHARMA Medicine Company Chennai – INDIA**

Reporting to the **General Manager, Operations**

From July 2015 to Dec 2021.

Worked as a **AR RAHMAN PAPER MART, Trading Company** with **Paper Material.,**

Chennai, India

From Feb 2011 to May 2015

**Highlights:**

- \* VAT Filing.
- \* Familiar with MS EXCEL.
- \* TALLY ERP 9
- \* Accounts Receivable/Payables.
- \* Prepare Daily Wages

I am an accounting Professional with over 10 years for Trading Company in Chennai. Handling number of accounting responsibilities including invoicing, bookkeeping and payroll. I have a thorough understanding of all necessary accounting procedures. In addition, with efficiency in additional software programs, admin & Procurement experience.

**CAREER DESCRIPTION****Reporting to General Manager – Operations****Accounts Activities**

- Posting of Journals & Ledgers.
- Maintaining vendors & Customer accounts.
- Responsible for Handling the debtors & Stock Control.
- Looking after day to day Payments & Receipts.
- Accounting for Income & Expenses.
- Fixed assets Maintaining- Recording of Depreciation Expenses & Monitoring of additional and deductions every quarter and annual recording.
- WPS Payroll Processing.
- Preparing the Monthly Cash flow.
- Budgeting & Cost control.
- Maintains total confidentiality of all matter relating to the tender
- Assisting the auditor in preparing the Financial Statement (Final Accounts)
- Reconciliation for Inter Company Accounts.
- Preparing Tax Payments.

- Estimating & Tracking tax Return and Completing regular (Quarterly & Annually Report)
- Maintaining Company's Petty Cash.
- Maintaining Confidential files.
- Maintaining Supplier records.
- Maintain a flow of information to Co-Workers via email

#### PERSONAL DETAILS

Father's Name : A. ANVAR BASHA (Late)  
 Date of Birth : 22.06.1985  
 Nationality : Indian  
 Marital status : Married  
 Languages known : English, Hindi, Urdu and Tamil  
 Passport No. : P 8223537  
 Date of Expiry : 15-03-2027  
 Place of Issue : Chennai, India  
 Visa : Tourist Visa