

ABDULRAHMAN UMMERFAROOK

Dubai, UAE

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CAREER OBJECTIVE

Seeking a challenging opportunity in an Organization to excel and grow along with the organization by utilizing my knowledge and acquired skills towards fulfilment of organizational vision.

CAREER PROGRESSION

Associate Portfolio Manager | April 2021 – June 2021 - Square Yards Real Estate LLC- Dubai

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through marketing, networking and social media.
- Setup meetings with potential clients and listen to their wishes and concerns.
- Ensure the availability of stock for sales and demonstrations.
- Collaborate with team members to achieve better results.

Administrative Officer – Feb 2021 – April 2021 | First Time Documents Clearing Services – Deira, Dubai

- Assist in UAE visa and emigration processing.
- Issuing and renewing Emirates ID, Medical Etc.
- Handles Accounts/HR related works.
- English/Arabic Data Entry.

General Accountant – Jan 2018 – April 2020 | Club Voyage Tours and Travels – Kannur, Kerala – India

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects.

EDUCATIONAL QUALIFICATIONS

- ITM College of Arts and Science, Kannur University
Bcom with co-operation (pursuing)
- Kerala Board of Higher Secondary Examination
Commerce 12th std
- Crescent English Medium School, Valapattanam
10th std C.B.S.E

EXPERTISE SUMMARY

- Good Communication & Interpersonal Skills
- Decision Making Skills, Sincere and Hard Working
- Problem Solving & Analytical Skills
- Team Player & Leadership Skills
- Quick Learner & Time Management Skill

COURSES AND CERTIFICATES

- **MBA: Business Lessons from a CEO**
Business Strategy | Management and HR Management | Marketing Communications and Marketing Management
Accounting and Financial Statement Analysis | Decision Making, Persuasion, and Negotiation
UDEMY | DEC 2020 [view certificate](#)
- **Accounting & Financial Statement Analysis: Complete Training**
Introduction to Accounting | Three Main Statement in Financial Accounting | Core Accounting Principles
Bookkeeping Records + Income Statement + Balance Sheet | Accounting and Timing - Income and Cash Flow | Cash Flow Statement - Cash Flow Analysis | Financial Reporting | Financial Statement Analysis - Science and Practice | UDEMY | FEB 2021 [view certificate](#)
- **Administrative Human Resources (HR)**
UDEMY | MAY 2021 [view certificate](#)
- **The Complete Financial Analyst Course (Pursuing)** [view course](#)
- **The Complete Finance Manager Course (Pursuing)** [view course](#)
- **Financial Accounting | Corporate Finance (M&A) | Bookkeeping | Payroll Processing**
- **Tally ERP 9, Microsoft Word, Excel, PowerPoint, Outlook Etc.**

PERSONAL INFORMATION

- **DATE OF BIRTH** : 17th Jan 1996
- **PLACE OF BIRTH** : Kannur, Kerala
- **NATIONALITY** : Indian
- **GENDER** : Male
- **MARITAL STATUS** : Single
- **LANGUAGE'S KNOWN** : English (Fluent), Hindi, Arabic and Malayalam (Native)
- **VISA STATUS UAE** : UAE Visit visa valid till September 15th 2021

DECLARATION

If given an opportunity to work with your esteemed organization, I assure that I will work sincerely and honestly to the entire satisfaction of the company. I am looking forward to meet you in personal to discuss more on my abilities and my existing skills.

REFERENCES

Ummer Farook KT
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Emirates Islamic Bank
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Ktufarook@gmail.com

Kind regards

AbdulRahman UmmerFarook