

# KABEER FASAL P K



Senior Accountant



MBA



Dubai



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05-Aug-1991



Indian



Married



## PROFESSIONAL SUMMARY

Finance and Accounting professional with more than 7 years of experience including 5 years in UAE Financial & Cost Analyzing, Financial Management, Accounts, Financial statement finalization, Procurement Analysis, Inventory management, Financial Modelling, MIS reporting, Budgeting, and cash flow management.

## CORE COMPETENCIES

- Financial Reporting
- Internal Auditing
- Financial Modelling
- MIS Reporting
- Value Added Tax - FTA
- Cash Flow Management
- Negotiation
- Budgeting
- Cost reduction policies
- Marginal Costing
- Inventory Management
- Activity Based Costing
- Overhead Costs
- Financial Analysis
- Procurement Analysis

## PROFESSIONAL EXPERIENCE

### **Senior Accountant**

Hatta Kayak Investment LLC, Dubai.....Aug'2019 to Present

Report to: Chief Finance Officer

*(Hatta Kayak is a unique tourist destination in Dubai and largest boat rental in the UAE, Hatta Adventure is a tours and safari operator and adventures Sports & activities providing in Hatta.)*

### **Work Exposure:**

- Monitor the day-to-day financial operations within the company (payroll, invoicing, initiate bank payment and other transactions)
- Prepare of Cost report.
- Prepare trial balance reports and reconciled audit schedules to the external auditors
- Prepare Monthly Income and Expenditure Statements/Cash flow
- Arrange financial management reports, including financial planning and forecasting.
- Review the VAT report and submission to Federal Tax Authority.
- Prepare and organize supporting documents and information for the external auditor to complete the audit process as per IFRS.
- Analysis of existing internal controls and recommendation / implementation of improvements
- Budgeting and forecasting of CAPEX (Capital Expenditure) and OPEX (Operational Expenditure)

- Review and recommend modifications to accounting systems and procedures.
- Involving in the planning and development of new projects and analyzing the profitability.
- Leads the preparation of accurate monthly, quarterly, and yearly statutory reports.
- Analyze the statement of financial performance and statement of financial position and give suggestions/improvements to higher management
- Proactively drive improved MIS reporting with the assistance of the accountants.

### **Accountant General**

Genesis group of companies, Dubai.....Dec'2017 – Jun'2019

Report to: Managing Director & General Manager

*(Diversified business group involved in global trading/procurement, MEP & HVAC services, Construction, Steel design & fabrication)*

#### **Work Exposure:**

- Bookkeeping responsibilities of the company.
- Prepare VAT Calculation and filings.
- Prepare & Updating Sales invoices and purchase invoices.
- Managing Petty Cash transactions.
- Preparation of financial reports, Charts, Table, and other exhibits as per requested.
- Banking, processing Bank deposit and associated financial entries.
- Prepare Bank Reconciliation statement.
- Receiving, verifying, recording, and paying all Accounts payables.
- Invoice generation and end to Accounts payable.
- Generate various Statements of Accounts and timely follow up for payment.
- Match invoices to check, obtain all signatures for check and distribute checks accordingly.
- Preparation of Analysis reports such as Variance Analysis, Profitability Analysis, and cash Flow Analysis.
- Maintain schedule for Provision, Prepaid expense, Asset, Depreciation etc.
- Monthly Stock Reconciliation.
- Preparation of Payroll (WPS)
- Preparation and Submission of MIS reports.

### **Accountant**

Al Maleah Real Estate, Sharjah.....Dec'2016–Nov'2017

Report to: Real Estate Manager

*(Sharjah and Maleah industrial area based real estate- Rent, buy, or sell property for clients Warehouse, Apartment, Studio flat, Shop and Offices)*

#### **Work Exposure:**

- Compare a property with similar properties that have recently sold to determine its competitive market price.
- Coordinate property viewing, closing, and overviewing documents signing.
- Financial assist client with property sales and development.
- Contact property owners and advertise services to solicit property sales listings.
- Building relationship with clients to encourage returning business.
- Issuing Cheque Copy and record keeping.
- Arrange meetings between buyers and sellers when details of transactions need to be negotiated Answering telephone inquiries from client.
- accompany clients to property site, discuss conditions of sale

## **Business Development Officer.**

Arion Infotech, KINFRA Technopark, Calicut.....Sep'2015–Aug'2016

Report to: Project Manager

*(Arion Infotech is a one stop software development company for implementing business idea as a software solution. Arion team comprises of management graduates, software engineers, programmers, web developers, business analysts, customer service representatives, sales and marketing professionals, graphic designers, and writers capable of handling projects from conceptualization to execution.)*

### **Work Exposure:**

- Plan and implement effective marketing Strategies to maximize business/profit of training and development department of Arion Infotech.
- Giving continuous accurate and relevant feedback to company Directors and Senior Managers.
- Marketing to clients both face to face as well as over the Internet and Mobile phone.
- Assisting in the recruitment, training, and development of Employees.
- Participating in product or service development and design.
- Identifying prospective client and then contacting them.
- Organizing and arranging interview for new candidates.
- Assure that all documents are neatly and orderly filed at the end of working day

## **EDUCATION**

**Master of Business Administration (MBA)**, Specialization in **Finance** and Marketing

Anna University Chennai, Tamil Nadu, India. 2013–2015

**Bachelor of Economics with Foreign Trade & Computer Applications**

University of Calicut, Kerala, India. 2010–2013

## **I.T. SKILLS**

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Quick Books
- Zoho Books
- Tally ERP
- Functional Five (F5) Sales Tracker ERP
- Microsoft Power BI
- Loyverse POS

## **LANGUAGES**

ENGLISH

ARABIC

HINDI

MALAYALAM

TAMIL

## **PERSONAL ASSESSMENT**

### **STRENGTHS:**

- Active and Hard Working
- Adaptable and Flexible
- Good Grasping Capacity and Dedicated
- Patience.

### **SKILLS:**

- Good Problem-Solving Skills
- Good Co-ordination in Teamwork.
- Analyzing skills and very much accurate & precise answering capacity.