



ABDUL WAHAB ABDULLAH DALVI

Mobile No: - +971-502427312

Email: - avdalvi@hotmail.com

Dubai, UAE

OBJECTIVE

To attain the challenging posting in the related Accountant filed to work in an organization where I can enhance my skills and contribute to the growth of the origination as well as I assure you that I will work with full of my sincerity and do justice my job and the organization.

PERSONAL SUMMARY

A confident, multi-skilled & capable assistant accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures. Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

EDUCATION & CERTIFICATES

- ❖ Senior Secondary Completed
- ❖ Bcom completed
- ❖ Diploma in Business Management
- ❖ Basic Knowledge in Computer(MS office Windows, Internet, FoxPro Based Accounting Packages ,Tally 7.2 & Oracle, Core banking &ICCS.

WORK EXPERIENCE

Working as a account officer at Mashreq Bank central accountant department from 2006 till now

Worked as a cashier cum accountant at City Guide Luxury Transport in Dubai for 1 year

Worked as a cashier cum accountant at Gulf Metro Foods Corp Dammam (K.S.A) for 3years

Worked as a accountant at Zawawi Group of companies in Muscat for 6 years

Worked as a accountant at Maha Ent & Burair & Kumail trading in Muscat for 2 years

Worked as a accountant at Arabian Construction enterprises in Muscat for 2 years

Worked as a Audit Assistant at Arun & Co India for 5 years.

RESPONSIBILITY

- ❖ Preparing sales invoices & the upkeep of an accurate accounts filing system.
- ❖ Preparation and input of month end journal vouchers.
- ❖ Inputting, matching, batching and coding of invoices.
- ❖ Debtor and Creditor reconciliations.
- ❖ Preparation of various reports for senior managers.
- ❖ Responsible for financial accounts including budgets and cash-flow.
- ❖ Supervising junior financial staff.
- ❖ Conducting regular business reviews of financial performance.
- ❖ Proactively identifying business improvement opportunities.
- ❖ Fixed Asset accounting, reconciliations and depreciation journals.
- ❖ Ensuring that information is accurately collated & entered into systems.
- ❖ Preparation of bi-weekly invoice and expense claim payment runs.
- ❖ Assist in the preparation of monthly balance sheet account reconciliations.
- ❖ Inputting of supplier invoices and employee expense claims to the ledger
- ❖ Processing of invoices in AP and HRMS oracle system

SKILLS

- ❖ Good all round Financial Accounting Knowledge.
- ❖ Knowledge of Accounts Payable & Receivable processes and procedures.
- ❖ Strong Excel skills...

PERSONAL DETAILS

Nationality	:	Indian
Gender	:	Male
Passport No	:	L5914357
Marital Status	:	Married
Visa Status	:	Employment Visa
Languages	:	English ,Hindi, Urdu and Marathi

DECLARATION

I hereby declare that above furnished information is true to the best of my knowledge
I look forward to hearing from you in the near future.

ABDUL WAHAB ABDULLAH DALVI

DUBAI – U.A.E