



UMMER FAROOK

ACCOUNTANT

PROFILE

I intend to build a career with leading corporate having a positive environment with committed and dedicated people, which will help me realize my potential to the fullest and in turn helping the organization grow. I am willing to work as a key player in challenging and creative environment

CONTACT

PHONE:+971 56 815 39 59

EMAIL:ummer906@gmail.com

PERSONAL DATA:

Marital Status: Single

Gender: Male

DOB:08-05-1991

Nationality: Indian

Passport no: K3053589

EDUCATION

MADURAI KAMARAJ UNIVERSITY

2014

MASTER OF COMMERCE, FINANCE

CALICUT UNIVERSITY

2012

BACHELOR OF COMMERCE

D H O H S SCHOOL Pookkarathara

2008

PLUS TWO

WORK EXPERIENCE

Vat Specialist General Accountant-

Mavensmark, Dubai, 1 Year Experience

FROM-12-05-2018 TO 15-07-2019

- Delivering VAT reporting, ensuring VAT compliance and identifying riskIdentifying potential tax planning opportunities
- Ensure all month/ quarter/year end processes are action on a timely basis.
- Liaise with and manage the working relationship with the Group Tax during routine audits and ad hoc enquiries
- Maximize efficiencies in working/ processes and reporting systems to reduce the VAT and related liabilities where possible within the legislative framework.
- Providing VAT and related risk insights to management Providing comments on the Group' tax strategy.
- Handle VAT reporting (payables and receivables). Ensure collections and payments are done in line with UAE regulations
- Compile, verify, and analyze financial information and prepare financial reports and accounting statements so that senior management has accurate and timely information for making financial decisions. These reports may include monthly VAT liabilities, VAT returns, regulatory reports and filings

AUDIT

- Coordinate projects involving internal and external audits to ensure that they have appropriate access to information and people within the organization
- Reviewing financial statements and ascertaining compliance of accounting procedures
- Assisting in audit planning and execution by performing all

LANGUAGES KNOWN

- Malayalam
- Tamil
- English
- Hindi

COMPUTER PROFICIENCY

- DCFM (Diploma in Computerized Financial Management) □ MS Office 2010
- Advanced Excel Accounting
- QuickBooks
- Peachtree

CERTIFICATIONS

- Tally ERP-09

PERSONEL STRENGTH

- Good Understanding Ability
- Effective Supervision & co-ordination
- Good Communication Skill
- Ability to inspire Team with dynamic leadership

the initial work

- Coordinating with the accounting team and collecting supporting documents for checking
- Supporting in various on-going and new projects
- Performing risk and internal control evaluation

Accounts Executive - Eurotech Bath and Kitchen Pvt. Ltd., India (October 2015 To November 2017)

- Prepared various reports like Balance sheet, Profit and Loss Account, Trial Balance,
- Monthly Purchases Summary, Sales Summary and Stock Reconciliation.
- Accurately handled Bank Reconciliation Statements monthly.
- Reconciled General Bank ledger account with Bank passbook.
- Prepared Employees Payroll Statement.
- Supported Auditing team with vouchers and necessary documents.
- Prepared Fund Flow and Cash Flow Statements.
- All Kinds of Bank Transaction.

Sales Executive -AKH Green Coconut Merchant, Mumbai (May 2014 to September 2015)

- Provide Information on Products that customers showed interest in.
- Assist customers in making selection
- Provide advice on different product
- Ensure that all product delivers are made on time
- Assisted in documenting sales and updating customer profile Schedule, arrange and conduct meetings.

DECLARATION

Will be furnished upon request

I view the above particulars ,please consider this application and give me an opportunity in your esteemed organization.I assure that I would carry out my duties to your entire satisfaction

UMMER FAROOK

Place :

Date :