

General Accountant with 4-year UAE Experience

**ABDULLA ASHRAF**



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**Visa Status: Employment Visa (Availability: 2 weeks)**

**UAE Driving License No. 3992818**

**Executive Profile**

- **MBA** in Finance from Farook Institute of Management Studies under **Calicut university**
- Currently working as a **General Accountant** for a leading Real Estate Company (Property Management, Sales & Leasing) in **Dubai**
- Advanced user **Tally ERP, QuickBooks ERP, Microsoft Excel**
- Experience in **Contracting, Manufacturing, General Trading Sectors & Automobile service**

**Core Competencies**

Receivables & Payables | Petty Cash Management | Monthly Reporting | Bank & Cash Reconciliation | Fixed Asset management | Cash Forecasting | Project wise Reports | Inventory management | Monthly Closing entries & Reports | UAE VAT Filing | Customer & Vendor Management | Payroll Management |

**Professional Experience**

1. **Harbor Real Estate LLC - UAE (Property Management, Sale & Leasing)** **Oct 2020 – Present**

Role: **General Accountant**

**Duties & Responsibilities**

- Invoice Generation, Issuance of receipt and proper Bill to Bill allocation.
- Administered on purchases and ensuring of every purchase will be based on LPO issued with authorized approval.
- Preparation of journal vouchers, debit & Credit Note.
- Month end closure entries & preparing monthly reports.
- VAT records filing and submission in Company FTA portal Account.
- Supervising on daily collections and ensuring all the Banks are ready to meet our daily requirements.
- Supervising & monitoring all cash balances and its accuracy with Internal Control.
- Preparation of bank reconciliation statement.
- Cost Center Management and cost Allocations to respective departments or cost centers.
- Preparing Receivable aging report, tracking and follow-up with customers and sales team.
- Petty cash Management and accurate petty cash reports.
- Preparing sales performance reports to help the company in the decision making.

## **2. Royal Art Interior Decoration LLC – UAE**

**Oct 2017 - Sept 2020**

**Role: General Accountant**

### **Duties & Responsibilities**

- Independently handled the Finance Dept. of leading Contracting fit-out & Interior decoration company in Dubai.
- Preparation of project profitability report on the basis of proper cost allocation.
- Developing reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows.
- Monitoring and Analyzing of Real performance, and investigating on root cause of variance.
- Administered on purchases and ensuring of every purchase will be based on LPO issued with authorized approval.
- VAT records filing and submission in Company FTA portal Account.
- Liaison with Banks for all facilities and services. Coordinating with Auditors. Bank Payments & Reconciliations.
- Worked hand in hand with External audit team for Finalization of year-end Financial Audit Report.
- Cash Flow Forecasting on Timely-to-Time basis.

## **3. Impex Home appliances & Electronics Kerala, India**

**Aug 2016 - Sept 2017**

**Role: Assistant Accountant**

### **Duties & Responsibilities**

- Date Entries & and following up with clients' for payments and receivables
- Assisting Finance Manager in report creation
- Keeping things Up To Date and providing information with accuracy.
- Invoice generation & Journal posting
- Issuing receipt and payments vouchers.

### **Academic Credential**

- **Master Degree: Master of Business Administration (Finance & Marketing)**  
Farooq Institute of Management studies, **Calicut University** (2016)
- **Bachelor Degree: Bachelor of Commerce**  
ICA College Guruvayur, **Calicut University**, Kerala (2014)
- **Advancement in Accounting: Advanced Training in Manual and computerized Accounting**  
From Accountants Academy (2014)
- **Secondary Education: Commerce & Computer Application**  
Central Board of Secondary Education (**CBSE Delhi 2011**)

### **Computer Proficiency**

- Accounting packages: **Tally ERP 9, QuickBooks ERP**
- Ms. Office packages : **MS Excel (Advanced user), Word, Power point**

### **Projects & Achievements**

- Selected as the Joint Coordinator of South Indian Management Meet hosted by Farook Institute of Management Studies in 2015.
- Won many prizes for Games & Athletics at school & college levels

**Personal Information**

- Date of Birth : 5-May-1993
- Languages Known: English, Hindi, Malayalam
- Marital status: Married
- Nationality : Indian
- Visa Status : Employment Visa
- Passport : Valid Indian Passport

**Declaration**

I do hereby declare that the above furnished information is true to the best of my knowledge and belief

**Abdulla Ashraf**