



ISMAIL ABDULRAHMAN
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Email: ismsaadi@gmail.com

Seeking position : Accountant

CAREER OBJECTIVES :

I am a BCom graduate with 15 years UAE experience in accounts / Administration field looking for a job in Accounts

WORK EXPERIENCE :

2003 Aug to 2007 Aug : Senior Accountant in Fancy Auto Service, Dubai

2007 Sep to 2009 Jun : Chief Accountant in Fancy group of companies

2009 Jul to 2015 Feb : Accountant General in Abad Rahan Pars Genl. Cont.

2015 Mar to 2020 Dec : General Accountant cum admin in ANMT Trdg.LLC

Capabilities

Accounting functions :-

- :** Handling accounts up to finalization,
- :** Prepare financial statement for submission to the banks/Financial institution,
- :** Maintain an updated record for all employees accounts and handle payroll function,
- :** Monitoring account payable (preparation of cheques / payment vouchers, booking of suppliers invoice),
- :** Management of receivables,
- :** Handle payroll
- :** Prepare and submit VAT returns
- :** Generate different reports, assist auditors and report to management all trade related documents
- :** Analyse various projects

- : Reconciliation of accounts payable& accounts receivables,
- : Reconciliation of bank accounts,
- : Negotiate with banks and financial institutions
- : Prepare and manage letter of Credit
- : Work as a group leader,
- : Coordination of subordinates.
- : Office administration

QUALIFICATION : Bachelor of Commerce, University of Calicut.
: Moulavi Fazil Saadi,Jamia Saadiya Arabiya

COMPUTER SKILL : MS Windows 9x/2k/Xp/7/8
: MS Office, Data entry & console operation,
: Freight manager 5.0 accounting software,
: Tally ERP9
: Peachtree accounting software.
: ERP accounting software.

Language known : English, Hindi, Arabic & Malayalam.

PERSONAL DETAILS:

Date of Birth : 13 March 1974
Nationality : Indian
Passport No : Z2525640
Status : Married
Visa status : Transferable Visa
Notice Period : Immediate

Website link : <https://www.linkedin.com/in/ismailkunnil>

Reference

1. **Javad Mohammad**
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2. **Ramon Abella**
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ISMAIL KUNNIL :