

SALAHUDHEEN. VP

ACCOUNTANT

Dubai -UAE

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Profile.

Accountant with 7 years of professional experience in financial reporting, accounts payable/receivable, and optimizing accounting workflows. Adept at ledger management, reconciliations, VAT returns, cost analysis, month-end closing, and supporting management with actionable financial insights. Advanced user of **MS Excel, Tally ERP System and major accounting software**, with strong problem-solving abilities and a commitment to efficiency and financial integrity.

Career Experience.

ACCOUNTANT at MESCO MARINE SERVICES LLC, Sharjah, UAE. Since (September 2023 to Present).

- Verify billing data (purchase orders, contracts, delivery notes) and Prepare and issue accurate customer invoices.
- Maintain updated customer accounts and billing information, reconcile customer statements and resolve discrepancies.
- Follow up with customers on overdue payments via calls, emails, or statements and Monitor outstanding balances and aging reports.
- Record incoming payments (bank transfers, cheques, cash, credit cards) and Provide financial and collection status updates to management.
- Maintain organized financial records and audit trails and Support internal and external auditors with documentation.
- Respond to customer inquiries regarding invoices, balances, payment terms. and build strong client relationships to improve timely payments.

ACCOUNTANT at AL AMAL MEDICAL EQUIPMENT & DRUG STORE, Ajman UAE. Since (September 2021 to August 2023).

- Lead the team for effective management of store operation in receiving, inspection, storage, issuance and transfer of items as per company policy
- Maintain receipts, records, and withdrawals of the stockroom
- Make Invoices and take goods and packing shipment for buyers
- Inspect deliveries for damage or discrepancies, report those to accounting for reimbursements and record keeping
- Perform other stock-related duties, including returning, packing, pricing and labeling supplies
- To follow-up overall inventory management and Documentation & Record keeping
- Prepare Financial statement reports, and Ageing Reports and Bank reconciliation statement Reports and VAT returns.

ACCOUNTANT CUM DATA ENTRY in NAJMA STATIONERY L.L.C, Abu Dhabi, UAE. Since (October 2017 to 2020).

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Handle cashier duties by taking cash or credit cards in exchange of goods sold
- Provide general ledger system support regarding functional issues of financial and management reports.

Academic Qualification.

- Tally canter, School for Practical Accounting, (Kerala, India)
Diploma in Practical Accounting
- CMJ University
Bachelor of Commerce with Co-operation (2009 – 2012)
- Kerala Higher secondary education Board
Plus Two (2005-2007)
- Kerala Board of public Examination
SSLC (2005)

Skills / Courses.

- Tally ERP & Prime
- Peachtree
- Microsoft Office (Word, PowerPoint, Excel)
- DPA (Diploma in practical Accounting)

Professional Skills.

- Accounting, Corporate Finance
- Interpersonal Skills and Customer Retention
- Documentation and Customer Relationship Management
- Data Entry Management, General Math Skills

Language Known.

Read, Write, Speak - English, Arabic, Hindi & Malayalam

Personal Details:

Name	:	Salahudheen. VP
Sex	:	Male
Status	:	Married
Date of Birth	:	17th July 1989
Passport No	:	U9071424
Nationality	:	Indian
Driving License	:	UAE-1176840

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Salahudheen.VP