



# ABDUL FALAH

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Al Murar Deira, Dubai, UAE.

## ACADEMIC QUALIFICATION

Bachelor of Business Administration (BBM) 2016,  
Mangalore University India.

Pre University – passed from Karnataka board India year 2011.

Secondary school – passed from Karnataka board India year 2009.

## ACCOUNTING ANALYST / MULTIPLE FIRMS.

### **Steelcom – Junior Accountant**

14/01/2015 – 24/09/2016

### **Damudi steel – Accounts Assistant**

01/11/2016 – 20/02/2020

### **YMS Spark General Trading L.L.C – Junior Accountant**

01/03/2020 – Present

## WORK EXPERIENCE

### **JUNIOR ACCOUNTANT**

**YMS SPARK GENERAL TRADING L.L.C, DUBAI, U.A.E**  
**ACCOUNTING SOFTWARE: TALLY ERP 9.**

## ROLES AND RESPONSIBILITIES

- Handling all accounting responsibilities of the project and reporting to chief accountant.
- Preparing bank reconciliation statement for every month.
- Posting of daily activities report.
- Issuing sales invoice for consignment customers.
- Maintain employee's salary report.
- Issuing sales invoices for consignment customers.
- Review and process monthly time sheets.
- Provide the accounts payables team with advice on client billing, relative to contractor invoicing and reimbursable expenses.

## **OBJECTIVE**

Accountant with more than 3 years of increasingly responsible experience. In accounts payable and accounts receivable department along with the bank reconciliation and vat return filing experience.

Graduate (BBM). Looking for a challenging position in the field of accounts and finance. Over the years, I have applied deeply in to the understanding of all responsibility related to Accounting and financial control and have gained rich experience. I am sure, with my varied experience and aptitude towards this job, I will prove a good addition to your staff.

## **SKILLS**

Detail oriented

Solution driven Approach

Team Player Quick learner

Critical

Thinking

## TECHNICAL SKILLS

Tally ERP 9

ACBS (Advanced Commercial Banking Systems)

Advanced Microsoft Excel MS

Office

Window 7 8 10

## STRENGTHS

- Ability to follow instructions and work independently.
- Willingness to learn new skills and adapt to changing environment.
- Hard working, serious towards work.
- Good communication skills.
- Ability to work individually as well as in a team.

## PERSONAL INFORMATION

Date of Birth –10/01/1993

Nationality – Indian

Religion – Islam

Marital status – Single

Languages – English, Urdu, Kannada, Hindi

Passport no – N6489312

Availability – Immediately Available

Visa Expiry – 18/11/2020

## ACCOUNTS ASSISTANT DAMUDI STEEL DEALERS IN IRON AND STEEL BANGALORE, KARNATAKA, INDIA. ACCOUNTING SOFTWARE: TALLY ERP 9.

### ROLES AND RESPONSIBILITIES

- Preparing invoice verification for all purchase and services invoice and initiate.
- Handling all accounting responsibilities of the project and reporting to chief accountant.
- Approval process for concerned departments.
- Offer actual costs information to team and conduct transfers.
- Generate audit and mail client invoices to assist in cash flow and to make contract invoice payment.
- Input owner costs, change orders and purchase orders.
- Research any unbilled issues to optimize the billing possibilities for the billing periods.
- Maintain the billing folder for the project, with all the appropriate documents including expenses and monthly invoices in accordance, with standard procedures
- Provide the accounts payables team with advice on client billing, relative to contractor invoicing and reimbursable expenses.
- Review and process monthly time sheets.
- Provide year-end support for auditor requirement.
- Preparing project close out required documents.
- Preparing bank reconciliation statement for every month.
- Preparing vat report.
- Reporting payables and receivable aging reports to the higher Management.

## JUNIOR ACCOUNTANT STEELCOM DEALERS IN IRON AND STEEL BANGALRE, KARNATAKA, INDIA. ACCOUNTING SOFTWARE: TALLY ERP 9.

### ROLES AND RESPONSIBILITIES

- Sundry debtors & creditors (party/client) maintain.
- Preparation of trail balance, profit & loss account and balance sheet
- Finalization of profit & loss account and balance sheet of companies concerns.
- Review and process monthly time sheets.
- Registering purchase invoices through purchase order.
- Preparing bank reconciliation statement for every month.
- Posting of daily activities report.
- Issuing sales invoice for consignment customers.
- Maintain employee's salary report.
- Issuing sales invoices for consignment customers.

### Declaration:

I hereby solemnly assure that the above information is correct and true to the best knowledge and belief.

Abdul Falah

