



Shaik Abdul Kader

PROFILE:

An energetic and innovative finance professional with over **3+ years** of experience at various accounting and controlling roles. Good at problem solving, reasoning and proposal making. Excellent interpersonal skills with ability to plan and manage tasks effectively within a team and independently. Exposure to various multinational companies national to international.

KEY SKILLS:

Month End Closing, GL and Bank Reconciliation, Accounts payable, Account Receivable, General Cashier, MS Excel, workflow documentation, books closing, policies & procedures implementation.

EXPERIENCE:

Accounts Clerk (Time Group Hotels) UAE	Feb 2020 To Till Date
Noordeen Auditor Office (Auditor Assistant Accountant)	July 2018 To Dec 2019
Financial Accountant (Safire Garments)	Jun 2017 To Aug 2018

Education

2015 – 2017: Bachelor of Arabic, Islamic Studies
B.S.Abdur Rahman Crescent University.

2015 – 2017: Bachelor of Business Administration.
Madras University.

Time Group Hotels (UAE)

Accounts Clerk

Feb 2020 To Till Date

Accounts Clerk In Time Hotels (UAE)

- Performing a check of the daily revenue centres, ensuring its accuracy and completeness and that all the modes of income have their proper backups and authentication.
- Reconciling Discounts, Voids/cancelled checks, Rebate and Refunds/ Paid-outs reports and collecting approvals and supporting where required.
- Checking No-Shows and making sure that all has been charged and if not charged then following up with concerned Manager.
- Checking High Balance and following up with FO Manager.
- Checking Housekeeping Discrepancy Report and updating FO Manager in case of discrepancy.
- Preparing monthly commission for travel agents such as Booking.com, Expedia And Preferred Hotel.
- Preparing HOD meal reports and Entertainments checks report and ensuring that all entertainments are approved by HOD and GM.
- Record all takings from F&B cashier envelopes on a daily basis.
- Reconcile, investigate and correct any cash and credit cards discrepancies.
- Ensure all takings are banked in a timely manner
- Perform random float checks and monitor exchange rates
- Keep records of Petty Cash Journals

Computer & ERP Skills

- Advanced MS Office Especially in Excel
- Tally ERP 9, (Quick Books, Gst Portal)
- Email Communication
- XN Protel
- Infor Sun system
- Opera Software

Languages

- **English** – Good
- **Tamil** – Fluent
- **Malayalam** –Beginner
- **Arabic**– Basic
- **Hindi**-Beginner

Skills

- Communication
- Handling Pressure
- Problem-solving
- Stress Management
- Versatility

Reference

Reference will be furnished upon request.

- Act in accordance with fire, health and safety regulations and follow the correct procedures when required
- Execute on tasks/requests as instructed by the Finance Manager and/or General Manager

Noordeen Auditor Office

Auditor Assistant Accountant

July 2018 To Dec 2019

As an In charge, I was responsible for complete Gst Filing process and other various duties includes;

- Collecting the invoices from the store In charge on daily basis, arranging the invoices supplier viz & checking the supporting i-e Purchase Request, PO & Delivery report.
- Verifying prices, quantities and extension against purchase order and initial the invoice when verified.
- Posting the invoices in the system on daily basis.
- Preparing the payment voucher as per the payment term & conditions for the regular suppliers and any kind of urgent payment to be made.
- Getting statement of account from each supplier on monthly basis and matching it with our own statement of account to clear any kind of discrepancies.
- Monthly vendor's reconciliation & Bank reconciliation.

Safire Garments

Financial Accountant

Jun 2017 To Aug 2018

As a Financial Accountant, I am responsible for complete month end closing and all staffs work of Finance department.

- Month End Journal Posting
- Preparing Financial Report like P&L
- Bank Reconciliation
- Cash& Bank Moment
- Deputing the Manager in his absence

Declaration

I hereby declare that the above information is correct to the best of my knowledge And belief

Place: Dubai (UAE)

Date:

SHAIK ABDUL KADER