



# CURRICULUM VITAE



**ASHRAF ARAPPOL**

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**Ajman UAE**

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## KEY PROFESSIONAL SKILLS

- Developed and presented financial planning seminars for clients and prospects.
- Executed and managed AED 20 M from top banks for future investment plans.
- Liaison with directors and top officials of various banks in UAE.

## WORK EXPERIENCE

- **Manager Accounts and finance** (January 2020 to till date)  
**M/s Pacio Group Dubai**
- **CHIEF ACCOUNTANT** (Sept 2017 - Sept 2019)  
**M/s. Beaver Gulf Precast Concrete FZE. Dubai**
- **MANAGER ACCOUNTS & FINANCE** (April 2007 – August 2017)  
**M/s. Unisafe Fire Protection LLC, Dubai**
- **SENIOR ACCOUNTANT** (Nov 2002 - Mar 2007)  
**M/s. Green Leaf Trading LLC, Dubai**
- **ACCOUNTANT** (October 1999 – October 2002)  
**M/s. Balqis Throne Trading Est. Dubai**

## EDUCATION QUALIFICATION

- **Bachelor of Commerce(B.Com)**, Calicut University, Kerala

## IT SKILLS

- **Microsoft of Excel, word, etc.** Accounting packages – **Focus ERP, Tally ERP.9, Epromise ERP, Comrade,**
- Confident to do any Accounting Software

## JOB PROFILE

- Manage the Finance Department to ensure that all accounting and financial procedures are streamlined and to assist all other unit in ensuring a smooth operation.
- Monitoring Payable & Receivable / Finalize Monthly collection reports & Cash flow.

- Supervise effective petty cash management, preparation of employee's monthly payroll; ensure timely deduction of staff loans and advances.
- Adjusting vouchers for provision for accruals and prepayments for making monthly financial statements.
- Negotiation suppliers for price, payment terms and verifies the accuracy of supporting documents prior releasing payments to the suppliers.
- Responsible for management reporting, short-long term financial planning.
- Dealing with banks for arranging short/long-term cost-effective funds, credit facilities for pre-approval stage to post approval stage of projects.
- Supervision, pre-audit assessment of accounts and verify the accuracy of accounting transactions, Liaison with external auditor's in finalization of company accounts.
- Examining and analyzing financial records, financial statements, assess the accuracy of financial reports completeness, conformance for reporting and procedural standards.
- Review daily accounting transactions and movements in revenue, expenses, assets, liabilities related entries and ensure the accuracy of financial transactions
- Review Quotation, LPO, Invoices, Receipts, Payments, Bank Deposits, Vouchers, and other accounting documents
- Maintain cash in hand, Petty cash, Post-datedcheques, Multiple Bank accounts & Bank Facilities
- Periodically Updating ageing reports of debtors, creditors & Outstanding for coordinating collection & Payment
- Reconciliation of bank statements, cash in hand, A/P, A/R and inter-company accounts
- Review monthly inventory check and making report in every month, prepare reports of moving items and nonmoving items
- Manage month-end close activities including the preparation and review of Adjustments & Closing entries

- Prepare, analyze, and distribute periodical financial statements includes Trial balance, P&L, B/S, Cash Flows & other MIS reports as management required
- Update the record on the Fixed Asset Register & Maintain Depreciation
- Liaison with all levels of management, departments, internal and external auditors, banks, regulatory agencies, suppliers and customers
- Assist with the Internal & External Auditors during audit period and prepare Audit Schedules
- Implement company policies and procedures.
- Co-coordinating with the banks on L/C procedures and organizing and processing Necessary documentation involved
- Perform other related duties as require

## **PROFESSIONAL SKILLS**

- Teamwork
- Encouraging people
- Accuracy
- Ability to Prioritize
- Ability to work under pressure.
- Good presentation skills.

## **PERSONAL INFORMATION**

Name : ASHRAF ARAPPOL  
Date of Birth : 12/12/1972  
Gender : Male  
Nationality : Indian  
Languages Known : English, Hindi and Malayalam  
Driving License : UAE and Indian  
Visa Status : Work visa validity up to 12/03/2022

## **REFERENCE**

Reference will be provided on demand.