



SUFAIL A.P

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Seeking assignments in Finance & Accounts with an organisation of repute

Vast Experience in Manufacturing Industries

Preferred Location: UAE, Dubai, Sharjah , Abu Dhabi

SYNOPSIS

- A goal oriented professional with experience of **nearly 9 years** in Accounts, administration as well as Auditing & VAT.
- Presently designated at **Hussain Mohammed Abbas Block Factory LLC** as an **Accountant**
- Possess significant experience in handling activities pertaining to accounting; skilled in handling the overall accounting functions including exposure in performing Statutory Audit and Tax Audit. .
- Knowledge on Value Addition Tax (VAT) System

AREAS OF EXPERTISE

Finance & Accounts

- ❖ Over-viewing preparation of financial statements - Trial Balance, Profit & Loss A/c and Balance Sheets.
- ❖ **Commanding Knowledge on Value Addition Tax (VAT) system & Filing returns**
- ❖ **Attended few seminars on VAT in UAE**

MIS

- ❖ Preparing MIS reports, cash & fund flow statement and financial reports to keep track of performance.
- ❖ Conducting performance review on MIS reports and giving data feedback to the Management.

Auditing

- ❖ Meeting requirements of Internal & External Auditor; .
- ❖ Administering the finalization of monthly/ quarterly/ half yearly/ year end financial statements.

ORGANISATIONAL DETAILS

Since April 2016 – Accountant - Hussain Mohammed Abbas Block Factory LLC

- ☞ Preparation of monthly Financials for Division wise
- ☞ Sales Margin Reports for various products wise / Area wise
- ☞ Submission of MIS to the Management as and when required
- ☞ Ensure compliance with Tax regulations, particularly VAT filing and tax authorities & maintaining VAT Documents
- ☞ Timely completion of payroll & coordination with production department and Supervision of WPS Payroll system
- ☞ Customer follow-ups / LPO approval and customer follow ups
- ☞ Factory & Office staff gratuity calculation & leave salary and coordination with travel agent for air ticket booking
- ☞ Bank Reconciliation on daily basis and monitoring bank online portal
- ☞ Follow up for timely submission of Invoices and GRN checking from purchase department
- ☞ Depreciation entries & Utility Payments
- ☞ Creation of master code for customers and suppliers
- ☞ Intercompany transfers and reconciliations & VAT administration
- ☞ Follow up mail to legal adviser for checking status of customers
- ☞ Maturity transaction for PDC's issued & received

PREVIOUS ASSIGNMENTS

July 2013 –July 2014 G TEC Computer Education Ponnani, Malappuram, India as Accounting Faculty

EDUCATION

- ☞ B.Com. from University of Calicut, Calicut , India in 2015
- ☞ Currently pursuing M.com at Bharathiar University , Tamil Nadu

IT SKILLS

- ☞ Advanced user of MS office Applications like MS Word, Excel, and PowerPoint. And Hardware's
- ☞ Proficient with accounting software like **EMAS ERP**, Tally, QuickBooks and Peach tree,
- ☞ Photoshop (CS3) & Adobe illustrator
- ☞ DCA (Diploma in Computer Application)- Visual Basic

PERSONAL DOSSIER

Address	Post Box No 931, Dubai, United Arab Emirates.
Nationality	Indian
Marital Status	Married
Passport No.	L8142022
DOB	01 st May 1995
Languages Known	English, Hindi, Malayalam and Arabic
Visa Status	Employment

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