

ABDUL MAJID. T

Email: majidkoppam@gmail.com

Mobile: +971561723324

Abu Dhabi, United Arab Emirates



Areas of Expertise ...

*Accounting-Financial Operations ~ Admin Operations ~ Documentation ~ Book Keeping ~ Accounts Payables
~ Accounts Receivables ~ Bank Reconciliation ~ Intercompany transactions*

PROFILE AT A GLANCE

Proven track record in managing wide range of financial & accounting operations with over **10 years** of experience in managing finance/accounting functions.

- Adept in driving strong Accounts & finance operations, Book Keeping.
- Proficient with the internal control systems used for system designing and evaluation of business performances.
- Accurate, precise, and highly ethical in all work-related assignments, interests lie in a career path with heavy analytical duties and responsibilities.
- Keen communicator with ability to relate to people across all hierarchical levels, effectively coordinate with auditors, banks, senior management and team.
- Knowledge of accounting procedures, management reports, Accounts Receivable and Payable functions.

PROFESSIONAL EXPERIENCE

Big Mart - Emirates Madina Group, Abu Dhabi, UAE **Accountant (February 2015 – Present)**

Company Profile: Strong presence in retail business in UAE with various Show rooms, and Department Stores.

Highlights:

- Oversee the Finance & Accounts. Department operations
- Preparation and maintenance of various registers like purchase register, sales register, journal register, debit note, credit note registers, stock registers
- Handling petty cash and maintaining cash book ledger.
- Preparation and issuance of vendor payments
- Make Bank reconciliation, posting and balancing.
- Prepare management report weekly and monthly
- Make daily report of profit and loss.
- Check and track Accruals & prepayments.
- Payroll Preparation and payments
- Set up new suppliers on accounting software.
- Receivables, Payable and inventory ageing analysis.
- Supervision, pre-audit assessment of accounts and verify the accuracy of accounting transactions, Liaison with external auditor's in finalization of company accounts.
- Carried out periodic physical verification of inventories and their ageing analysis while supervising the maintenance of Fixed Assets register and their physical verification.

PREVIOUS EXPERIENCE

Edappayil Home Centre & Super Market - Kerala, India Accountant (January 2012 – January 2015)

Company Profile: Strong presence in retail business in Kerala with various Show rooms, and Department Stores.

Highlights:

- Preparation of cash book.
- Maintaining General Ledger
- Preparation of Training and Profit & Loss Account, Balance sheet
- E filing VAT Return (India)
- Preparation of Reconciliation statement, viz. Bank, Vendor
- Payroll Preparation.

CREDENTIALS

Computer Skills:

- MS Office: Excel, Word, and PowerPoint
- Accounting Package: Tally, Peachtree
- Certificate In Computerized Accounting (CCA) C-Dit , (Under Government Of Kerala)

Education:

- **Bachelor of Commerce (B-Com)** - Calicut University
- **Intermediate in Commerce**, State Board, Kerala-India
- **Diploma in Indian & Foreign Accounting.**

PERSONAL DOSSIER

- **Date of Birth:** 6th January 1990
- **Languages Known:** English, Hindi, Malayalam
- **Nationality:** Indian
- **Passport Details:** J6250246
- **Visa Status:** Employment Visa (25-02-2023)
- **Driving License:** Indian Driving License
- **References:** Available up on Request

DECLARATION

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

ABDUL MAJID. T