

# SABID ABDULKARIM

@ sabid007@gmail.com  
050 5978153

Deira - Dubai



## OBJECTIVE

To have an enriching career in an organization where i can utilise my skills and abilities to achieve professional growth and be part of a professional team that bears opportunities for career growth, learning and applying the knowledge equipped within the light of the organization's policies for its progress and development.

## EDUCATION

**Calicut University**  
Bachelor of Commerce

## IT SKILLS

- Microsoft Navision, Peachtree, Tally, Zoho Books, MS Office, Outlook, Internet.

## EXPERIENCE

13/05/2022  
- Till to  
Date

**Redha Al Ansari Exchange, Dubai - UAE**  
Bank Teller / Head Cashier  
Job Responsibilities :-

- Handling customer for buying / selling of foreign currency, money transfers, salary disbursements.
- Ensuring all the transactions executed under compliance with central bank rules & regulations.
- Arranging bank deposit & foreign currency to fulfill branch transactions.
- Sell the travel card for customer benefit to avoid cash handling.

10/09/2020  
-  
31/01/2022

**Bismi Home Appliances, Kerala - India**  
Accountant  
Job Responsibilities :-

- Processing of invoices & collection on receivables.
- Cash & Cheque deposits & verify account balances.
- Verifying, posting & process vendor payments.
- Petty cash management.
- Preparing GST payments.
- Checking & verifying showroom daily sales reports.
- Prepare monthly reports.

26/12/2012

-

31/03/2020

**Homes r us Trading LLC, Dubai - UAE**

Accountant

Job Responsibilities :-

- Verifying & posting showrooms daily sales reports.
- Verifying account balances with various banks on daily basis.
- Supplier invoices posting.
- Follow up credit sales payments.
- Monitoring daily cash & cheque deposits of all showrooms.
- Reconciliation of supplier accounts & process payments on monthly basis.
- Reconcile inter company transactions on monthly basis.
- Posting day today accounting entries.
- Manage head office petty cash & Showrooms petty cash.
- Guiding headcashiers regarding sales statements, petty cash, refund transactions.
- Passing entries for provisions, Accruals & utility payments.
- Preparing staffs sales incentives & over time.
- Reconciliation of cash, cheque, credit card & gift vouchers.
- Perform other duties assigned by management.

09/10/2008

-

27/06/2012

**Frequency Advertising LLC, Dubai - UAE**

Accountant cum Office Administration

Job Responsibilities :-

- Office Administration.
- Petty cash management.
- Prepare customer invoices & send to customers on time.
- Manage vendor invoices & process payments.
- Follow up customer payments.
- Prepare staffs overtime & payroll.
- Monthly reports to management.

19/11/2007

-

30/08/2008

**UAE Exchange & Financial Services, Kerala - India**

Junior Officer

Job Responsibilities :-

- Customer Service & Cashier.
- Currency verification & sorting.
- Day today accounting operations & bank reconciliations.
- Responsible to meet pre set quality & Marketing Targets.
- Regularly interface with team manager.

03/01/2005

-

31/01/2007

**CD Shaju & Co (Chartered Accountant), Kerala - India**

Audit Assistant

Job Responsibilities :-

- Checking companies books of Accounts.
- Bank reconciliation statement.
- Vouching & posting accounting entries.
- Prepare financial statements.
- Filing VAT returns.
- Bank Auditing.

## SKILLS

- Excellent team member & time management skills. Able to perform multiple tasks under pressure & consistently meet deadlines. Quick learner. Excellent communication skills. Goal oriented individual.

## LANGUAGES

- English Hindi Malayalam

## PERSONAL DETAILS

- Date of Birth : 11/05/1983
- Marital Status : Married
- Nationality : India
- Passport : U5569950
- Expiry Date : 10/01/2032
- Visa Status : Employment

## DECLARATION

- I assure to serve your organization to the best of my ability & state the facts stated by me in these documents are true to the best of my knowledge & beliefs.