



Zainudheen

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Objective

Seeking innovative, challenging and quality of environment where my knowledge and experience can be shared and enriched. Would like to be a part of growing and reputed organization looking for a suitable satisfaction.

Work Experience

Accountant (Sharjah, United Arab Emirates)

From May 2019 to May 2023

Rawaiee Watches Tr llc

- Review of Taxation documents and applications for clients. Supporting management in cost modeling and overhead cost allocation, variance.
- Processing final payment for suppliers and staff inclusive of documentation review.
- Bank Reconciliation statements.
- Financial ratios and analysis reports.
- Prepare Staff accounts and supplier accounts.
- Inventory control and analysis.
- Inspection and follow up of warehouse for stock movements.
- Contract management.
- Preparing monthly Financial reports using Accounting Software (Profit & Loss Account, Trial Balance, Balance Sheet, Bank account, Vendor & Customer Balances & other Ledger Accounts).
- Daily accounting activities (Preparation of various vouchers, invoices, etc.).
- Preparation & finalization of Accounts.
- Handling Accounts Receivables & Accounts Payables.
- Cash management indoor or outdoor sales. (Well Spoken Arabic).

Assistant Accountant (Kerala, India)

From February 2017 to February 2018

Akbar Travels Pvt Ltd

- Provide Concur reporting.
- Analyzes and reconciles credit card accounts.
- Work with the reservations, accounts payable, and vendor setup departments to ensure accurate and timely payments to Travel Agents.
- Assist with travel accounting processes including vendor payments.
- Complete monthly journal entries to ensure accurate accounting within GAAP standards.
- Ensure that TourPartner books daily accounting entries correctly.

- Process Travel Agent Commissions using our Lodging Management System

Education

MBA (Finance) (Pursuing)

- Bharathiar University

Bachelor of Commerce

From March 2013 to March 2016

- Bachelor of Commerce (B.Com) Degree from Post Graduation Centre affiliated to University of Calicut in the year 2016

Higher Secondary Education

April 2010 to April 2012

- Completed Central Board of Secondary Education in the year 2012

High School Education

- Completed SSLC Education in the year 2009.

IT Skills

- ■ Accounting Software : Tally , Dotline Technologies , Quickbook.
- ■ Operating system : Windows (XP) 2007, Windows7 , Windows8 , Windows 8.1 etc.
- ■ Other package : MS Office & Ability to handle any Accounting software.

Driving License Details

- Place of Issue : Sharjah
- Issue Date of Uae License : 17/04/2021
- Expire date of Uae License : 15/04/2028

Competencies

- A quick learner ability to establish excellent relationship at all levels. Enthusiastic & Dependable with leadership and friendly presentation skills.
- Confident of learning any tool in a nominal period, that is necessary to accomplish task on hand.
- Work with final goal and process for achievemen.
- A good Team worker,Punctuality,Accountability.
- Excellent Computer Skills and Typing Skills.
- Excellent Communication skills & Ability to work under pressure