



ZAINUDHEEN

Accountant



ABOUT ME

Self Motivated Accountant with 5 year Experience. 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.

Date of Birth - 03/07/1996
Nationality - India
Marital Status - Single

UAE Driving License Details

Place of Issue - Sharjah
Issue Date - 17/04/2021
Expire Date - 15/04/2028



CONTACT ME



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TOP SKILLS



Accounting



Operating Systems



Problem Solving



Leadership



Data Analytics



Communication Skills



WORK EXPERIENCE

ACCOUNTANT (SHARJAH, UNITED ARAB EMIRATES)

Rawaiee Watches Tr LLC 05/2019 - 05/2023 (4 years, 1 month)

- 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.
- Preparing monthly Financial reports using Accounting Software
- Complete monthly journal entries
- Preparing Trial Balance, P&L Account, 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 (INDIA, KERALA)

Akbar Travels Pvt Ltd 02/2017 - 01/2018 (1 year)

- 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.
- Ensure that TourPartner books daily accounting entries correctly. Provide Concur reporting.
- accurate and timely payments to Travel Agents.
- Data gathering
- Receiving and storing invoices
- Using digital systems to keep records and create payments
- Preparing and posting journals
- Logging daily entries in accordance with accounting policy.
- Assist with travel accounting processes including vendor payments.



EDUCATION

MBA (PURSUING)

Bharathiar University 03/2020 - Current

Pursuing MBA in Finance

BACHELOR OF COMMERCE (INDIA, KERALA)

University of Calicut 04/2013 - 03/2016 (3 years)

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

HIGHER SECONDARY EDUCATION (INDIA, KERALA)

Central Board of Government 04/2010 - 03/2012 (2 years)

Completed Central Board of Secondary Education in the year 2012

HIGH SCHOOL EDUCATION - SSLC (INDIA, KERALA)

Central Board of Government 03/2008 - 02/2009 (1 year)

Completed SSLC Education in the year 2009.

PUBLICATIONS

IT SKILLS

- Accounting Softwares - Tally, Dotline Technologies, Quickbook
- Operating Systems - All Windows Systems
- Other package: MS Office & Ability to handle any Accounting software.

LANGUAGES - (English, Hindi, Arabic, Malayalam)