

ABDUL KAREEM.K.A

FC Cashier& Administration

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Location: Sharjah, UAE



PERSONAL SUMMARY

8+ Years UAE experienced Finance Professional with Diploma in Computerized Professional Accounting and hardcore expertise in overall accounting systems including finalization, accounts & bank reconciliations, receivables and payments follow-ups, Cash management, payroll & WPS processing, office administration, Vat filing and customer service etc...

CAREER HISTORY

Redha Al Ansari Exchange Company - Sharjah, UAE
Foreign Currency Cashier March-2022 April-2023

Financial / Banking Industry

DUTIES AND RESPONSIBILITIES

- + Coordinated month end close and year end activities. Streamlined processes and procedures to support 40% reduction in month end close activities from 5 to 3 days.
- + Prepared monthly, quarterly, and annual report summarizing and forecasting company business activities and financial position in areas of income, expenses, and earnings based on past, present, and expected operations
- + Performed investigative analysis regarding profit and loss account.
- + Vat filing as per the UAE FTA Guidelines.
- + Prepared Cash flow statements, Monthly trail balances monthly payments and receivables forecasted reports to predict the incomes and expenditure per month.
- + Worked at front office whenever required and handled foreign currencies exchange, remittances like Western union, Shift, Xpress Money, and home remittances etc....
- + Prepared reconciliations of Bank accounts, Debtors and Creditors monthly.
- + Prepared and posted several journal Vouchers in a month.
- + Conducted monthly internal auditing to troubleshoot issues, submitted half yearly internal auditing reports to CBUAE.
- + Prepared and followed up the submissions of Central Bank of UAE monthly & Quarterly ERF reports and Daily CAD and RRS reports. And any new reports requested by the CBUAE.
- + Good Experience in the processing of company's salaries (WPS) through UAEFTS system.
- + Efficiently handled customers and promoted the products of the company.

National Exchange Company - Sharjah, UAE
Foreign Currency Cashier June-2013 Feb 2022

Financial / Banking Industry

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Al Marfaa Jewellery LLC Sharjah UAE
Cashier cum Shop Manager (May 2010 - April 2013)

Jewelers Industry

DUTIES AND RESPONSIBILITIES

- + Prepared and maintained of all necessary ledgers.
- + Prepared payroll and wage sheet & WPS Excel sheet and submitted to the bank for salary payment.
- + Prepared cash flow statements.
- + Followed up with debtors for the outstanding payment recovery.
- + Acquire, distribute and store supplies.
- + Prepared monthly P&L, monthly income & expenditure statement, MIS report etc...
- + Prepared daily and weekly reports to alert management regarding the patient count and revenue

Areen Middle East & Pigeon Middle East UAE
Data Entry Clerk (Feb 2007 - Jan 2010)

Baby Items Industry

DUTIES AND RESPONSIBILITIES

- + Prepares source data for computer by compiling and sorting information, establishing entry priorities.
- + Processes customer and account source document by reviewing data for deficiencies, resolving discrepancies by using standard procedures or retuning incomplete documents to the team leader for resolution.
- + Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- + Maintains data entry requirements by following data program techniques and procedures.
- + Verifies entered customer and account data reviewing, correcting, deleting, or re-entering data, combining data from both systems when account information is incomplete, purging files to eliminate duplication data.
- + Tests customer and account system changes and upgrades by inputting new data.
- + Secures information by competing data base backups.
- + Maintains operations by following policies and procedures, reporting needed changes.
- + Maintains customer confidence and protects operations by keeping information confidential.
- + Generated financial statements and facilitated account closing procedures each mont

ACADEMIC QUALIFICATIONS

- Diploma in Mechanical Engineer
Sastra University, Tamil Nadu India
- Diploma in Computer Application

COMPUTER SKILLS

- M S Office Suite
- Peachtree Symex & Livex

PERSONAL SKILLS

Highly organized & Creative
Attentive to detail
Manages time well
Adaptable & learns easily
Communicates articulately

PERSONAL DETAILS

Gender : Male
Passport Expiry : 30th January 2029
Marital Status : Married
DOB : 08th January 1979
Nationality : Indian
Visa Status : 28 Dec 23
Languages : English, Hindi & Tamil

REFERENCES – Available on request

I hereby declare that the above furnished information is true to the best of my knowledge and belief.