



## UMMER FAROOQUE

ACCOUNTANT

### CONTACT

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### EDUCATION

- ◆ **M. Com Finance:**  
Ignou University, Delhi  
2010-2012
- ◆ **B. Com:**  
Calicut University  
2007- 2010

### CERTIFICATES

- ◆ Certification in Practical Accounting
- ◆ Diploma in Computerized Financial Accounting

### SKILLS

- ◆ Leadership
- ◆ Time Management
- ◆ Ability to analyse data
- ◆ Effective negotiation skills

### LANGUAGES

- ◆ English
- ◆ Malayalam
- ◆ Hindi

### PERSONAL DETAILS

Date of birth : 02-AUG-1989

Nationality : Indian

Marital Status : Married

Driving License : **UAE Light Vehicle**

## PROFILE

Aspiring to secure a responsible career opportunity in a reputable institution to expand my knowledge, skills and experience while making a significant contribution and dedication to the success of the same. Motivated accounting professional ready to build long-term career with growing team.

## EXPERIENCE

### 1. ACCOUNTANT

**RISHEES HYPERMARKET LLC, ABU DHABI (2021-2023)**

#### DUTIES AND RESPONSIBILITIES

- ◆ Post and process journal entries to ensure all business transactions are recorded
- ◆ Update accounts receivable and issue invoices
- ◆ Update account payable and perform reconciliations
- ◆ Assist in the processing of balance sheets ,income statements and other financial statements
- ◆ Reconciliation of bank accounts
- ◆ Assisted tax accountant in preparing tax returns and financial statements
- ◆ Deposit checks and cash donations to the bank
- ◆ Correcting the ledger accounts
- ◆ Performed data processing in ms excel
- ◆ Manage petty cash and office supply expense accounts
- ◆ Evaluate monthly profit and loss accounts
- ◆ Preparation of individual salary statements on monthly basis
- ◆ Monitor daily collection reports for amount of accounts receivable.

### 2. TRAINEE ACCOUNTANT

**BLOSSOM ROSE APPLIANCES TRADING, MUSAFFAH, ABU DHABI (2018-2020)**

#### DUTIES AND RESPONSIBILITIES

- ◆ Post and process journal entries to ensure all business transactions are recorded
- ◆ Reconciliation of bank accounts
- ◆ Assist in the processing of balance sheets ,income statements and other financial statements
- ◆ Answered telephone and solved customers queries
- ◆ Preparation of individual salary statements on monthly basis
- ◆ Record and reconcile invoices from suppliers and prepare statement for payment
- ◆ Assisted tax accountant in preparing tax returns and financial statements
- ◆ Deposit checks and cash donations to the bank
- ◆ Evaluate employee expense reports and verify accuracy
- ◆ Maintaining and updating customer records and account information

### 3. DATA ENTRY OPERATOR CUM ASISTANT ACCOUNTANT

**MOORKANAD GRAMA PANCHAYATH KERALA, INDIA( 2015)**

- ◆ Withdraw cash and cheque from bank
- ◆ Data entry work of company documents
- ◆ Deposit cash and cheque to the bank
- ◆ Performed data processing in ms excel
- ◆ Payments employees salary