



ABDUL THOUSIF

CONTACT INFORMATION

+971 503690128

dkthousif@gmail.com

Dubai, UAE

EDUCATION

BACHELOR OF COMMERCE | 2015

- Mangalore University

CERTIFICATION COURSE

- Manipal career Academy in Computer Applications with Peach Tree. 2014 A Grade.
- Shri Matha Education Trust® in Diploma in Computer Application. 2010 A Grade.

PROFESSIONAL SKILLS

- Financial Management
- Data Analysis
- Bookkeeping
- Bank Reconciliation
- Cash Management
- Document Management
- Payroll Management
- Time Management
- Office Coordination
- Customer service

COMPUTER PROFICIENCY

- MS Office Excel
- Tally ERP
- Internet & Email

PROFESSIONAL SUMMARY

Dedicated and detail-oriented accounting professional with over 10 years of experience in financial management, bookkeeping, and compliance. Proficient in Tally ERP 9 Prime and RoboSoft for streamlining financial operations and maintaining accurate records. Expertise in preparing financial statements, conducting internal audits, and ensuring compliance with tax regulations like GST, VAT, and TDS. Proven ability in managing accounts receivables, processing supplier payments, and generating financial reports for strategic decision-making. Strong analytical, problem-solving, and communication skills enable effective collaboration with cross-functional teams while upholding confidentiality and integrity in financial reporting.

SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Problem Solving

Taxation

Invoicing

Positive Attitude

Honesty

WORK EXPERIENCE

ACCOUNTANT | 01 Jan 2016 – 06 Jul 2024

HIGHLAND HOSPITAL RESEARCH & DIAGNOSTIC CENTER, (MANGALORE KARNATAKA INDIA)

KEY RESPONSIBILITIES

- Managed accounting tasks using Tally ERP 9 Prime and RoboSoft for Medical service reports.
- Maintained cash book entries and oversaw petty cash management.
- Conducted bank reconciliations and updated invoices in Tally ERP daily.
- Filed GST, VAT, and TDS returns, ensuring compliance with regulations.
- Performed internal audits of inpatient and pharmacy bills for accuracy.
- Handled accounts receivables through follow-ups and entered sales invoices.
- Coordinated audits, processed supplier payments, and verified bank transactions.
- Managed patient registrations, maintained salary registers, and recorded pharmacy invoices.
- Ensured accurate end-of-day processing for all financial operations.
- Handled day-end close, cash clearing, card settlement, and final denomination of cash for bank deposits.
- Assisted the senior manager in preparing financial reports for management.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

LANGUAGES KNOWN

- English
- Kannada
- Malayalam
- Tamil
- Hindi

INTERESTS



Travelling



Cricket

REFERENCE

- **Mr. Mohammed Yoonus (CEO)**
Highland Hospital Research and Diagnostic Centre
(www.highlandhospital.in)
ceo@highlandhospital.in
+919448131847

KEY RESPONSIBILITIES

- Bookkeeping Maintained accurate records of financial transactions, including data entry and reconciliation of accounts.
- Invoice Management Prepared, processed, and tracked invoices, ensuring timely payments and resolving discrepancies.
- Bank Reconciliation Assisted in reconciling bank statements with company accounts to ensure financial accuracy.
- Maintained financial records, updated accounting Tally ERP software, and ensured confidentiality of sensitive financial information
- Processed company documentation, including invoices and payment checks, for timely financial transactions.
- Conducted data processing and reporting using MS Excel to support accounting functions.

CORE COMPETENCIES

- Skilled in Tally ERP 9 Prime and RoboSoft for efficient bookkeeping and reporting.
- Ability to generate and interpret financial reports and variance analyses.
- Manual and electronic cash book maintenance and invoicing.
- Regular reconciliation of bank statements and financial records.
- Efficient handling of petty cash and daily cash operations.
- Systematic filing and retrieval of financial documents.
- Experience in verifying and processing insurance claims documentation.
- Maintaining salary registers and payroll processing.
- Experience in processing supplier payments, cheque handling, and NEFT transactions.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 26/06/1991
Nationality : Indian
Marital Status : Single
Passport Number : N6479078
Visa status : Currently on Visit Visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

ABDUL THOUSIF