



S. NOORULLAH

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CAREER OBJECTIVE:

To work in a good and competitive environment, distribute my experience and efforts for the organization and personal development. I found myself ambitious, proactive self-motivated and willing to assume responsibility.

Summary of Experience : 12 years of work experience in the field of Accounts.

International Experience : Accounts & Finance (UAE – 12 years)

PROFESSIONAL EXPERIENCE:

TAMILNADU JEWELLERY.. DUBAI, U.A.E.

Accountant

July 2023 to Till Working

Roles and Responsibilities:

- Preparation and posting of all Journal entries.
- Preparation of payment vouchers for Local & Overseas Suppliers.
- Preparation of Bank reconciliation statements.
- Co-related of Branch accounts & follow ups.
- Preparation of Payment to Suppliers
- KYC Handling and AML Screening
- Preparation of Payment to Suppliers.
- Monitoring job closing on monthly basis to generate the financial report.

Guide to programmer to develop the customized accounting software.

JEWEL TRADING L.L.C., DUBAI, U.A.E.

Accountant

August 2021 - June 2023

Roles and Responsibilities:

- Preparation and posting of all Journal entries.
- Preparation of payment vouchers for Local & Overseas Suppliers.
- Preparation of Bank reconciliation statements.

- Co-related of Branch accounts & follow ups.
- Preparation of Payment to Suppliers
- Preparation of Debtors & creditors reconciliation statements.

AL HASEENA JEWELLERY LLC, DUBAI, U.A.E.

Accountant

May 2008 – March 2018

Roles and Responsibilities:

- Submission MIS reports to Management on monthly basis.
 - Reconciliation of card & cheque with bank accounts.
 - Reconciliation inters Branch cash and general ledger.
 - Lead the day to day activity & decision making of accounts department.
 - Monitor and maintain inventory control and sales report monthly send to suppliers.
 - Preparation of Chart of accounts & directed to team players.
 - Co-related of Branch accounts & follow ups.
 - Preparation of Payment to Suppliers.
 - Monitoring job closing on monthly basis to generate the financial report.
- Guide to programmer to develop the customized accounting software.

ACADEMIC QUALIFICATION:

Master of Commerce (M. Com) from Bharathidasan University (2000), Trichy, India

Bachelor of Commerce (B. Com) from Bharathidasan University (1998), Trichy, India

COMPUTER SKILLS:

Oracle based Orbit Accounting software and Tally Erp9

Win gold next, Suntech, MS office.

PROFICENCY:

Good working knowledge in all major accounting software well versed in preparation and submission of reports to Management.

PERSONAL PROFILE:

Father's Name	: Shabeer Ahamed. A
Passport Number	: S 6584533
Visa Status	: Employment Visa
Religion & Marital Status	: Islam & Married
Languages Known	: English, Tamil & Malayalam
Date of Birth	: 20 th June 1975

Yours sincerely,

(NOORULLAH. S)

