

Thouseef Ahammad

Sr. Accountant Cum Administrator - Projects

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Visa Status: Employment, Transferrable



OBJECTIVE

Seeking for a challenging career making position with an opportunity to utilize my capabilities in collective organizational and personal growth.

KEY SKILLS

- Projects Accounts & Administration
- Inter Departments & Company Coordination
- Payables and Receivables Management
- VAT Returns, Inventory, Payroll, & MIS
- Reconciliation of Banks, Suppliers & Clients

EXPERIENCE IN UAE

Middle East North Africa Conference Company LLC – Abu Dhabi, UAE.

Designation: **Sr. Accountant Cum Administrator – Projects (18th August 2013 to Present)**

Job Responsibilities:

- **Independently managing** the accounts and general administration of the company
 - Responsible for **finalization** of accounts and day to day transactions are posted
 - To verify vendor invoices with all supporting documents & ensure the payment on time
 - Responsible for client's invoice submission and **recovery of receivables including govt. depts.**
 - **Reconciling** the bank accounts, client accounts, vendor accounts and **confirm the balance**
 - Issuing cheques & submitting wire transfer request to the bank for vendors
 - **Review** of all income, expenses, assets & liabilities in accordance **with budget & policies**
 - Preparing and managing monthly **cash flow statement, cash budget & MIS Reporting**
 - Coordinating all the departments and ensuring intercompany account reconciliation
 - Preparing and uploading monthly **Payroll and WPS files.**
 - Provide cover for the preparation, validation and submission of **VAT returns**
 - Liaising with the bank and auditors
 - Ensure timely availability of conference material & inventory and **confirm the balance under FIFO**
 - Making budget and financial reports for Events
 - Facilitation of required information and other essentials for **ICV certification**
 - Supporting the general manager on the process recruitment, staffing, contract renewal & insurance
 - Keeping company legal documents and its timely renewals
 - Assisting the general manager to **make client and supplier contracts and ensure the LPO**
 - Coordination of company meetings and assisting the manager in the process decision implementation
 - Supporting the general manager in the workings as per company compliances and procedure
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- **APR Agencies (Wholesale Distributor of Sandals and Shoes) - Kerala, India.**
Designation: **Accounts Executive (24/10/2011 – 10/08/2013)**
Job Handled: Accounts, Inventory, Payroll, Debtors and Creditors Management
 - **Al Yasmeen Tourism LLC - Dubai, UAE.**
Designation: **Accountant Cum Office Administrator (20/03/2011 – 30/09/2011)**
Job Handled: Accounts, Office Admin, Payroll, Debtors and Creditors Management
 - **Maestro Industries - Kerala, India.**
Designation: **Finance Assistant (10/05/2010 – 18/12/2010)**
Job Handled: Accounts, Inventory, Payroll, Debtors and Creditors Management

PROFESSIONAL QUALIFICATIONS

- **MBA - Finance** (April – 2010) Madras University
Percentage scored: 70%
 - **Bachelor of Commerce – Finance** (April – 2008) Calicut University
Percentage scored: 65%
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TECHNICAL KNOWLEDGE

- Tally ERP 9.0, Tally 7.2 - VAT Version, Peachtree & QuickBooks
 - SAP B1 (Clockwork Business Solutions Pvt. Ltd.)
 - Ms-Excel, Ms- Word, Ms- Power Point, etc
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LANGUAGES KNOWN

- **English** (Excellent)
 - **Malayalam** (Mother Tongue)
 - **Arabic & Hindi** (Read and write)
 - **Tamil** (Speak)
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STRENGTHS

- Presence of mind
 - Communication skills
 - Team player and organizing ability
 - Work as leader
 - Quick learner
 - Positive attitude and ability to work well under pressure
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PASSPORT DETAILS

Nationality	: Indian
Number	: M5257930
Date of Issue	: 12 th April 2015
Date of Expiry	: 11 th April 2025
Date of Birth	: 09/April/1988
Gender	: Male
Marital Status	: Married

DECLARATION

I hereby declare that the details furnished above are true to the best of my belief and knowledge.
I owe to be a sincere employee if I'm selected.

Yours truly,
Thouseef Ahammad