

**ABDUL AJMAL ROSHAN**

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A goal-oriented individual, in quest of junior level assignments in **Finance & Accounts** with a leading organization of high repute

PROFILE SNAPSHOT

A performance-driven professional with nearly 2 years of experience in:

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|-----------------------------------|--|-----------------------------|
| -Finance & Accounts | -Reporting & Documentations | -Petty Cash Handling |
| -Receivable & Payables | -Bank Reconciliation | -Payroll Management |

- Proficient in handling **entire accounting & finance functions** including maintenance & finalization of accounts, working capital management, profit monitoring, cash flow, building internal financial controls, etc.
- Excellent understanding in **managing funds**, implementing systems / procedures, conducting ageing analysis, preparing key reports to exercise financial control and enhancing overall efficiency of the organisation
- Expertise in taking care of **accounts receivables & payables**, processing invoices and maintaining banking processes
- Possess strong leadership, analytical & people management abilities with good communication skills

AREAS OF EXPERTISE

Accounting Functions:

- Preparing & maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms as well as ensuring smooth operations of banking process
- Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports ensuring analysing the expenditure on a monthly basis to control expenses

Payroll Management:

- Managing payroll function for employees involving processing of leave travel assistance, medical claims, joining expenses with reference to policies, final settlements, etc.

Petty Cash Handling:

- Maintains daily records of payments and receipts, ensures that documentation on all payments and collections are complete, accurate, and in conformance with regulations

Receivable & Payables Management:

- Following up of bills receivables after invoicing to debtors, conducting ageing analysis with an aim to keep receivables under control
- Ensuring that all payments are made to suppliers within the stipulated timeframe and managing accounts payable within the pre-set parameters

EMPLOYMENT DETAILS

Worked as Accountant at MKH Trading Centre, Uppala Kasaragod, Kerala, India (December 2019-Aug 2021)

- Handling petty cash and preparing cash book for every month
- Verifying invoices and expense, Bank reconciliation.
- General accounting and day-to-day book keeping process
- Entering data into computer invoicing system and filing with customer information
- Preparing payroll, cheques & cash vouchers and journal entries.
- Recording payment entries related to salaries and collection entries bill wise in system
- Preparing sales invoices as per customers, submitting to the clients, recording in the books of accounts, following up on the payment.

Worked as Accountant at Al Shaml Garments & Cosmetics , Sharjah (April 2019-Oct 2019) – Part time**Key Result Areas:**

- Performed Company accounts activities using Tally ERP
- Monitor all vendor payments and Customer invoices
- Maintain general ledger accounts and prepare journal entries for accruals and variances
- Verifying invoices and expense, POS credit card machine receipt, Bank reconciliation, Petty cash handling.

Worked as Junior Accountant at Space Age Courier and Cargo, Mumbai (Nov 2018- Jan 2019) - Temporary

Key Result Areas:

- Prepare and input journal entries into general ledger
- Preparing sales invoices as per Customers, submitting to the clients, recording in the books of accounts, following up on the payment and recording in the books of accounts
- Handling petty cash and preparing cash book for every month
- Bank/Supplier ledger reconciliation
- Entering Data into computer invoicing system and filing with Customer information
- General accounting and day-to-day book keeping process
- Prepare Financial report to Management and audit purpose
- Entrusted with the responsibility of:
- Preparing payroll, cheques & cash vouchers and disbursement & journal entries
- Recording payment entries related to salaries and collection entries (accounts receivable) bill wise in system
- Chasing late payments, reporting bad debts and keeping a careful eye on the cash flow

Significant Accomplishments:

- Established good working relationships with customers/clients.

Worked as Accountant at Manesh Associates, Kerala (June 2016 to Sept- 2017)

Key Result Areas:

- Entering Data into computer invoicing system and filing with Customer information
- General accounting and day-to-day book keeping process
- Prepare Financial report to Management and audit purpose
- Generated cost and budget report to better manage project
- Handling petty cash and preparing cash book for every month
- Entrusted with the responsibility of:
- Preparing payroll, cheques & cash vouchers and disbursement & journal entries
- Recording payment entries related to salaries and collection entries (accounts receivable) bill wise in system
- Chasing late payments, reporting bad debts and keeping a careful eye on the cash flow

ACADEMIC DETAILS

- Bachelor of Commerce from Mangalore University (2013-2016)
- Diploma in professional accounting

SKILLS

Well versed with Tally ERP 9, QuickBooks, Peachtree, Wings

- Microsoft Office
- Microsoft Excel (Vlookup, Hlookup, Pivot Table)
- Arabic Typing
- VAT Filing
- Payroll
- Profit and Loss statement
- Balance sheet
- Trail Balance
- Cash flow
- General ledger
- Financial statement analysis
- Preparation of Annual reports
- Adjustment entries

PERSONAL DETAILS

Visa Status:	Visit Visa
Date of Birth:	15 th July, 1995
Languages Known:	English, Hindi, Malayalam

