

Abdul Wahab V M

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Visa Status: Visit Visa (Till 05/02/2021, Available Immediately)



JOB OBJECTIVE

A highly talented Finance Professional seeking an opportunity to work with your growth oriented organization.

SKILLS AND QUALIFICATION

- Having 7+ years of experience in UAE
- Experience in Accounting , Cashiering and banking operations
- Experience with Invoicing and Purchase orders
- Proficient in SAP, Tally Erp 9.0 and Microsoft Office products including Excel, Word and PowerPoint
- Proven ability to calculate, post and manage accounting figures and financial records
- High degree of accuracy and attention to detail with the capacity to detect errors
- Strong written and oral communication skills in English, Hindi, Malayalam and Tamil
- Advanced mathematical Skills and strong Analytical skills

CAREER HISTORY

Essar Trading Company (Kerala, India)

December 2018 -January 2020

Assistant Accountant

Duties and Responsibilities

- Process Accounts receivables and payables
- Handle Petty cash transactions
- Perform journal entries as per established and statutory accounting standards
- Performing administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filing paperwork, and contacting clients to discuss their accounts
- Updated Excel spreadsheet throughout the day to insure information stayed updated and accurate
- Prepared daily banking entries and processed all bank deposits
- Issuing Invoices or bills and ensure that they generate at the right amount
- Performing bank reconciliation on weekly basis
- Regular follow up with the clients for payments
- Assist with GST (VAT) Filing

Noor Bank (Dubai, UAE)

February 2013 - November 2018

Branch Operations-Senior Bank Teller

Duties and Responsibilities

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions
- Packaging cash and rolling coins to be stored in drawers or the bank vault

- Maintaining and balancing cash drawers and reconciling discrepancies
- Handling currency, transactions, and confidential information in a responsible manner
- Following all bank financial and security regulations and procedures

Al Ghurair Exchange LLC (Dubai, UAE)

January 2011- December 2012

Bank Notes and Money Changer/Cashier

Duties and Responsibilities

- Deliver an error-free customer services aimed at providing an uncompromised satisfaction on customers but not compromising the policies and procedures.
- Practices the Know your Customer (KYC) and Customer Due Diligence (CDD), adheres to the AML Policies, regulatory requirements of the Company and compliance of the Central Bank.
- Process transactions such as foreign currency exchange, money transfers, of all kinds and collection of payments, inward remittance and other utility payments.
- Perform cash transactions with high level of speed and accuracy with avoidance of cash shortages or overages, double postings and misclassifications.
- Transfers balanced cash collections to the in charge and generates necessary closing reports.

Asian Building Materials (Kerala, India)

November 2009- December 2010

Accounts Assistant

Duties and Responsibilities

- Management of petty cash transactions.
- Controlling credit and ensuring debtors pay on time.
- Ensuring all payments amounts & records are accurate.
- Working with journals, sales & purchase ledgers and spreadsheets.

ACADEMIC CHRONICLE

Bachelor of Business Management (BBM)	:	Bharathiar University (2006-2009) (Tamilnadu, India)
Computer literacy	:	Banking Applications (I flex /Host, NOS, ICCS, Connect)

CERTIFICATIONS

- SAP Fico
- Tally ERP 9.0
- G Operator (MS Word, Excel and PowerPoint)

TRAININGS

- Compliance and AML Awareness Training & Process by Noor Bank
- Fraud Awareness Training by Noor Bank
- Information Security Training Program under Operational Risk Department by Noor Bank
- Operation Risk Management Training by Noor Bank
- Customer service excellence Training by Al Ghurair Exchange

AWARDS AND ACHIEVEMENTS

- National Bond Sales Champion Award from National Bonds Corporation PJSC (2011)
- Assisting the organization in generating and implementing marketing strategies on various products operating

PERSONAL INFORMATION

DOB : 16-May-1987
Nationality : India
Civil Status : Married
Passport No : T8931293 (Valid till 11/12/2029)
D/L : Dubai (Valid till 09/03/2024)

I hereby declare that the information submitted above is true and correct to the best of my knowledge and belief and nothing has been concealed or distorted.

Yours Sincerely,
Abdul Wahab V M