



Gaffoor Koroth

Accounts and Admin Professional

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+971-50-737-9599

Dubai, United Arab Emirates

D.O. B 19 /Mar /1973

Nationality: Indian

Employment Visa Valid up to 02/Feb/2021

Motivated, results-driven & highly experienced Accounts and Admin with over 20+ years of UAE experience in Financial Management, Accounting Operations, Administration of whole office matters and assistance the documentation of customs related to import & Export goods. Flexible and versatile thrives on rapidly changing situations & deadline-driven environments, and always remains open to new challenges. Seeking to obtain a position with an opportunity to utilize my educational background and work experience where I can excel and advance in the business world.

SKILLS

Account Management Project Management Financial Analysis Budget Management Business Development
Customer Relations Logistics Management Employee Management Quality Control Records Management
Regulatory Compliance Risk Management Strategic Planning Vendor Management Team Leadership

WORK EXPERIENCE

Senior Accountant TOOBA ELECTRONICS LLC Dubai

05/2004 - 11/2020 (16+ Years)

- Worked closely with the Accounting Team to ensure all transactions are up to date and balanced.
- Performed accounts receivable and other accounting functions according to established procedures or as directed by the senior management.
- Managed accounts with Brands supply chain -like Bose & Asus products supply to Duty free shops (tooba is one of supplier of Dubai Duty Free).
- Managed all aspects of accounts receivable, including invoicing, daily cash receipts, deposits.
- Monitoring to preparing Bank reconciliation statements, cash flow statement, Income statement, Trial Balance up to finalization.
- Assisted in the transition to and the development of a new computerized billing and VAT accounting system.
- Identified improvement opportunities in purchasing and sales processes, maintain good relation with Local&overseas clients.
- Assist & preparation of Export& Import consignments documentation, submission of Dubai Customs E Mirsal bill of entries, Exit/Entry certificate, managing Export-import declarations, Customs Deposits & Refund matters with Dubai Customs. Preparation of request Certificate of Origin from Dubai Chambers.

Accountant ABNA AL AZEEZA FOODSTUFF CO. Sharjah

11/2000 - 04/2004 (4 Years)

- The functional responsibilities while as an Accountant, handling Journal & ledger Accounts on Daily basis.
- Controlling Petty Cash expenses.
- Preparing Bank Reconciliation Statement and responsible for all banking activities.
- Provide assistance to the finance manager regarding the integrity of the general ledger, the preparation of monthly management reports- cash flow statement, profit /Loss, Trial Balance up to finalization
- Reconciling of debtors and creditors accounts and submitting of reports on debtors and creditors accounts to management.

EDUCATION

- **M.Com (Master of Commerce / Finance)**
University of Kerala
05/1998, Kerala, India
- **B. Com (Bachelor of Commerce)**
Pondicherry University
04/1994, Pondicherry, India
- **Certificate in Computerized Financial Accounting / Tax)**
India

Computer SKILLS

Microsoft Office.: Word, Excel, PowerPoint & Outlook

Accounting (ERP): Tally Erp9, Peachtree, Daceasy

LANGUAGES

English



Hindi



Arabic



Malayalam



REFERENCES

Available upon request.

Declaration: I hereby declare that the above information given by me is true to the best of my knowledge and belief.

GAFFOOR KOROTH
08-12-2020