



# ABDUL AZEEZ

## ACCOUNTANT

M.COM (FINANCE)

 Dubai, United Arab Emirates

 971-551103756

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## ABOUT ME

Senior Accountant with 10 years of experience

Expert in Accounting and Financial Analysis

Experienced in Preparation of Financial Forecasts and Budgets.

Proficient in ZOHO BOOKS TALLY ERP, Peach Tree, FOCUS ERP, SAP, Tech ERP Axlon & Quick Book

## PERSONAL DETAILS

### Date of birth

20 May 1984

### Nationality

Indian

### Visa status

Employment Visa

### Marital status

Married

### Driving License

U.A.E

## LANGUAGES

• ENGLISH

• HINDI

• MALAYALAM

## WORK EXPERIENCE

U.A.E

### ARAB SCALE TRADING LLC

Dubai

Jan 2019- Present

#### ● Chief Accountant

- Preparation of Budgets and 7 year Forecast model Management Persual and Bank consideration.
- Establishing an accounting System and Preparation of monthly Financial Statements of the Group in ZOHO BOOKS that includes Balance sheet, Profit & Loss account and other management information reports.
- Successfully migrated the firms accounting data from Tally ERP system to a cloud-based accounting software ZOHO BOOKS.
- Successful management of the company's Cash flow.
- Filling of Vat Return of the group.
- Finalization of year end accounts and audit assistance

### DUBAI NATIONAL CONSTRUCTION LLC

Dubai

Mar 2016- Dec 2018

#### ● Senior Accountant

- Preparation of monthly Financial Statements of the Group in Tech ERP that includes Balance sheet, Profit & Loss account, Amortization schedules and other management information reports.
- Stock Movement and stock valuation reports.
- Preparation of Budgets and Variance analysis.
- Conducting Financial Forecasts and preparation of Financial Plan.
- Reviewing and validating actual results versus Budgeted or forecasted numbers.
- Account reconciliation of various Balance sheet accounts, inter company, bank-cash accounts, identifying and reconciling discrepancies.

### LUMEN & LED LIGHTING LLC

Dubai

Nov 2011- Feb 2016

#### ● Accounts Manager

- Preparation of monthly Financial Statements of the Group in Tally ERP that includes Balance sheet, Profit & Loss account, Amortization schedules and other management information reports.
- Stock Movement and stock valuation reports.
- Preparation of Budgets and Variance analysis.
- Conducting Financial Forecasts and preparation of Financial Plan.
- Reviewing and validating actual results versus Budgeted or forecasted numbers.
- Account reconciliation of various Balance sheet accounts, inter company, bank-cash accounts, identifying and reconciling discrepancies.

## EXPERIENCE

INDIA

### K. M.MAQBOOLSHA

(Chartered Accountant Firm)

2008 -2011

#### Audit Assistant

Major Clients

#### TKM Institute of Education (KERALA)

- Preparation of Management Information reports, Budgets, Financial Forecast Model and Financial Planning.

- Created and implemented a new Chart of Accounts for company so as to have an organised and detailed financial overview.
- Perform month end close procedures including account reconciliation, journal entries, expense allocation, financial statement preparation and variance analysis.

#### **Plantation Corporation of Kerala**

- Monthly variance analysis and Sales performance analysis report.
- Developed an effective Cashflow management system in Excel so as to ensure better liquidity position of the company.
- Worked closely with the CFO to provide guidance on continuous process improvements..
- In charge of all the bank payments on behalf of the client.
- Responsible for monthly Financial accounting and reporting.
- Audit of various entities and preparation of Audit report.

## EDUCATION

### **CATHOLICATE COLLEGE**

India  
2007

#### ● **Master Degree in Finance (M.COM)**

Master of Degree in Commerce with specialization in Finance from Mahatma Gandhi University, Kerala.

### **MACT B.ED COLLEGE**

India  
2008

#### ● **B.Ed in Commerce**

Teacher training in commerce from Kerala University

### **S N COLLEGE**

India  
2004

#### ● **Bachelor of Commerce**

Bachelor Degree in Commerce with specialization in Taxation & Audit from Kerala University

## SKILLS

- ZOHO BOOKS, FOCUS ERP, TALLY ERP
- Peach Tree,Tech ERP,Quick Book, SAP
- Budget forecasting expertise
- Budgeting
- Account reconciliation expert
- Creative Problem Solving
- Documentation and reporting
- General ledger accounting
- Knowledge of financial statements
- Financial statement analysis
- Accounts Payable/Receivable
- Project Management
- Tax Preparation
- Dubai Port Customs clearing