

AKBAR MADATHIL

Mobile: +971 56 568 3601

Email: akbarmz786@gmail.com

Dubai, United Arab Emirates.



Objective

Qualified, dedicated, result oriented and highly motivated professional with extensive experience in the field of Accounting, possessing excellent communication, negotiation and inter personal skills now seeking a suitable opportunity where I can apply these skills.

Quick Reference

- Total Experience: 12 Years
- Educational Qualification: Bachelor Degree
- Current Designation: Accounts Manager.
- Visa Status: Visit visa.
- Driving License: Applied for UAE Driving License.
- Efficient in computing VAT & Corporate Tax.

Experience

Accounts Manager, at **Casafina Home Furnishing LLC**, Dubai UAE from Nov 2020 to Nov 2024.

- Preparing P&L and Financial statements for present the reports to the management.
- Managing and controlling all day to day transactions of Purchase & Sales department.
- Maintaining Projected Cash flow Statement of 3 to 6 months for business forecasting.
- Financial control and maintain Healthy Cash flow for long term positioning.
- Analyze the TB for month end closing by reviewing chart of accounts, verifying account balances, identify discrepancies (such as incorrect entries, misclassification of accounts, omission or duplicate entries, data entry errors etc.,) look for unusual balance and reconcile accounts with supporting documents before preparation of financial reports.
- Monitoring and ensure the accounts Receivables and Payables are taken care of in a timely manner by asst.Accounts and Sales team.
- Preparing Selling Price List to distribute Customers and Sales team, by calculating operational cost, wholesale and retail margin over cost.
- Generate Sales reports and extract Brand wise, Customer wise Sales reports for analyzing monthly, quarterly Sales Progress.
- Preparing Cheques, TT Payments on due date by verifying and confirming Supplier PI/invoice with goods received note.

- Computing Taxes and prepares tax returns for VAT submission.
- Verifying and confirming monthly payroll WPS salary transfer sheet for submitting to bank.
- Preparation of depreciation schedule and amortization schedule of loans and prepaid expenses to record appropriate ledgers.
- Verifying and Confirm Sales Quotations before submission to Clients.
- Matching the Sales invoice, LPO and Import purchase PI with final Quotation.
- Inventory Control with regular stock checking through warehouse storekeeper.
- Prepare documentation for annual Audits.
- Correspondence with Bank, Vendors, Auditors and other parties.

Senior Accountant, at **Arteco Ceramics LLC / Art Fix Technical Services LLC** (Group of companies), Dubai, **U.A.E.** from Jan 2018 to Aug 2020.

- Record day to day financial activities in respective ledgers.
- Monitoring the accounts receivables and payables are taken care of in a timely manner by following up through email and phone call.
- Providing monthly statement of accounts to customers and follow up with aging report to regularize receipt of receivables.
- Preparation of monthly payroll with WPS salary transfer system to submit in bank and administrating staff holidays and absences.
- Posting accumulated depreciations, amortization of loans and prepaid expenses into appropriate ledgers.
- Executing accounts of sales and purchase transaction.
- Tracking Inventory by checking batch numbers to ensure appropriate inward and outward have done.
- Checking the LPO and Import purchase PI with sales invoice and booking purchase by ensuring all supporting documents are attached.
- Dealing with sales invoices and verify the items and rates matching with approved Quotations respectively.
- Preparation of progress invoice against completed works as per approved contract or quotation and submit to client.
- Preparing Cheques, TT Payments and documents for issuance of Import LC, to suppliers.
- Bank reconciliation and intercompany reconciliation.
- Preparation of Project Profitability report.
- Computing taxes and prepares tax returns for VAT submission.
- Updating projected Cash flow Statement for revenue and expenditure forecasting.
- Preparation of Project Cost report and work in progress report.
- Preparation of monthly, quarterly and annually PnL and other financial reports to management for analyze financial status.
- Handling petty cash transactions and reconcile the respective ledgers.
- Maintain confidential records and files for documentation.

Assistant Accountant, at **Shoe Steps Est**, Al Riyadh, **Saudi Arabia**. June 2012 to Sep 2014.

- Ensure the cashier supervisor is monitoring all cashiers activities and customer transactions.

- Cross checking accounts of sales transactions to verify items are entered accurately.
- Inventory Control, Collect signed MRN/GRN and DO from warehouse manager for inward and outward goods respectively.
- Bank reconciliation, intercompany reconciliation in daily basis.
- Prepare monthly and quarterly Sales reports for management to analyze business status.
- Involved in producing all financial analysis and reporting annual financial statement preparation and balance sheet, accounting policies & procedures.
- Providing monthly statement of accounts to customers to regularise receipt of receivables.
- Preparation of monthly payroll and submitting WPS to Bank.
- Managing petty cash transactions and reconcile the respective ledgers.

General Accountant, at **Ceekey Wood Industries**, Malappuaram, Kerala, India Oct 2014 to Nov 2017.

- Record day to day financial activities in respective ledgers.
- Invoicing and submitting invoices to credit customer for overdue follow-up.
- Execute monthly payroll activities.
- Responsible for all financial analysis and reporting annual financial statement preparation.
- Supervising payments and receipts.
- Petty cash handling and reconcile the respective ledgers & Bank reconcile.
- Helping to prepare the company's sales and income tax return.
- Reconciliation of bank accounts and vendors ledgers on monthly basis.
- Produced and delivered bills and invoices for customers.
- Prepare monthly and quarterly financial reports.
- Developing and maintaining databases for filing purposes.

Areas of Experts

- Preparation of monthly Profit and Loss account, financial reports including Project Cost report and Projected Cash flow Statement for upcoming months.
- Reconciliation of customer, vendor and intercompany accounts and general ledgers.
- Correspondence with Bank, Vendors, Auditors and other parties.
- Knowledge in Tax laws and VAT filing.
- Keeping records of pre-paid expenses, employees advances.
- Preparation of depreciation schedule on fixed assets.
- Payments, Receipts, Sales Vouchers, Purchase Vouchers and Inventory.
- Bank reconciliation, Inter Company reconciliation.
- Handling petty cash, Bank deposits and payments without overdue.
- Record keeping and document control thorough proper filing.
- Managing accounts payables and accounts receivables to keep healthy cash flow ratio.
- Managing and maintaining Computerized accounting system.

Educational Qualification & Certification

Bachelor of Commerce (B.Com)

Techno Global University, India (2009 – 2012)

G- Accountant

Glosoft Technologies. Pvt.Ltd.

Registered with Ministry of Education, Singapore.

Computer Skills

Tally ERP 9, Zoho Books, Quick Books, SAP ERP, Odoo, Focus, Real soft, Sage, Oracle, Dynamic Business Central.

MS Excel, MS Word, MS Out Look, MS PowerPoint, Photoshop, Internet and Email.

Inter Personal Skills

- Efficient, Self-motivated, Patient, Reliable, Personable and Receptive.
- Quick Learner.
- Excellent team player.
- Can handle multiple tasks.
- Tolerating work pressure.

Interests

Travelling, organizing various cultural & technical activities, history & international relations, reading & computers.

Personal Details

- | | |
|------------------------|--|
| • Nationality: | India. |
| • Religion: | Islam. |
| • Gender: | Male. |
| • Marital Status: | Married. |
| • Age & Date of birth: | 36., 27 th Aug 1988. |
| • Languages known: | English, Arabic, Hindi, Malayalam & Tamil. |

References

Mr. Martin Varghese
Finance manager
Arteco Ceramics LLC (Group of companies)
Dubai, UAE
Email: finance@arteco.ae
Mob : 0507273158

Declaration

I hereby declare that the details furnished above are true to the best of my knowledge.

Sincerely,

Akbar Madathil

+971 56 568 3601