



ABDUL NISSAR VELLAPARAMBIL

ACCOUNTANT CUM OFFICE ADMINISTRATOR

PHONE+971554674726

EMAIL: abdulnissarnishu@gmail.com

LOCATION: Al Hayl, Fujairah, UAE

PERSONALSKILLS

- Self and fast learning
- Critical thinking and problem solving skill
- Planning and organizing
- The ability to take responsibility
- Communication Skills
- Leadership and Management Skills
- Report Preparation Skill
- Flexibility and Creativity
- Smart Socially

CORE SOFTWARE COMPETENCIES

- Tally Prime
- Tally ERP 9
- Microsoft Excel
- Microsoft Word
- Microsoft Outlook

LANGUAGES COMPETENCIES

- English ■■■■■■
- Hindi ■■■■██
- Malayalam ■■■■■■
- Arabic ■■■■■■

KEY SKILLS

- Financial Statements
- Reconciling
- Journal Entries
- General Ledger
- Account Payable
- Account Receivable
- Invoicing
- Payroll Processing
- VAT Preparation
- Inventory Management

PROFESSIONAL PROFILE

Accountant with two years of experience in General accounting, possessed comprehensive knowledge of Tally Prime, Tally ERP 9, General Ledger, Accounts Payable & Receivable, Fixed Assets, Cash Management VAT Preparation/Reporting, Auditing, Purchasing, Payroll Processing, and Hands on experience in Microsoft Excel, Word, and Outlook etc. Quick learner and can switch to any new domain & technologies with ease.

20-10-2019

TO

12-12-2021

ACCOUNTANT CUM OFFICE COORDINATOR

AL SHAJI AUTO REP, WORKSHOP

Industry: Automotive Under, insurance accident work

Based: Al Hayl, Fujairah, UAE

Duties& Responsibility

- Managing and updating accounts right from ledger/journal entry to finalization of accounts and preparing financial statements via Trading, P&L account and Balance sheet.
- Preparation of Monthly Cash Flow Statements, and other Important Reports.
- Verification and Posting of Purchases and Sales invoices.
- Creation of Purchase, Sales and Stock registers.
- Creation of Customer Accounts, Issue of Receipts, Recognition of Revenue Invoices & Application with Receipts etc.
- Payroll processing (WPS) & submission for bank transfer.
- Preparation of Trail Balance, Profit and Loss A/c, and Balance Sheet other financial reports according to International Accounting Standards
- Reconciliation of: Bank, Debtors, Creditors and Stock.
- Verification of Fixed Asset register and calculation of Depreciation and Passing JVs.
- Handling petty cash and verification of petty cash expenses and purchase payments
- Preparation of various reports as requested by management.
- keeping customer's cheques and maintaining cheques issued and cheque received register

- Perform Month-end and Year-end closing the books of accounts and preparation of Monthly Profit and Loss A/c and Balance Sheet and other Financial Presentation
- Validation and Posting of Supplier Invoices and Preparation of payment.
- Coordinating with warehouse staffs for delivery and receipt of stocks.
- Keeping in contact with existing customers in person and by phone
- Making appointments with and meeting new customers
- Agreeing sales, prices, contracts and payments
- Promoting new products and any special deals
- Advising customers about delivery schedules and after-sales service
- Recording orders and sending details to the sales office
- Giving feedback on sales trends
- Customer Management
- Work Supervision
- Labor Coordination
- Insurance Follow Up
- Vehicle Survey In case Of Accident
- Preparation Of Invoice
- Office Controlling
- Making Of Customer NOC Letter
- Computer Typing

EDUCATIONAL QUALIFICATIONS

2012-2015	Bachelor of commerce University of Calicut Kerala, India
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COURSES AND TRAINING

2019-2020	ADMCA (Advanced Diploma in Manual and Computerized Accounting) Institute of accountants of India Kerala, India
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PERSONAL DETAILS

Name : Abdul Nissar Vellapparambil
 Passport No : N 5 172523
 Age : 26
 Date of Birth : 22/07/1995
 Nationality : Indian
 Visa Status : Transferable
 Marital Status : Single
 Gender : Male