



ABDUL RAHMAN

Accountant

Detail-oriented Accountant with a strong background in financial reporting, bookkeeping, and tax compliance. Proficient in managing accounts payable and receivable, performing bank reconciliations, and conducting financial analysis. Experienced in preparing accurate financial statements and supporting internal and external audits. Adept at implementing internal controls, managing payroll processes, and ensuring compliance with accounting standards and regulations. Excellent problem-solving skills and a commitment to providing accurate and timely financial information to support informed decision-making.

✉ abduek96@gmail.com

📍 Dubai, UAE

📄 UAE Driving License No : 2769948

📞 +971-567689442

📅 02 August, 1996

📄 Passport No : B7381488

WORK EXPERIENCE

Accountant

AL Hind Supermarket

12/2022 - 06/2024

Ajman, UAE

Achievements/Tasks

- Preparing accurate financial statements, including balance sheets, income statements, and cash flow statements.
- Maintaining accurate and up-to-date financial records, including journals, ledgers, and other accounting documents.
- Assisting in the development and management of budgets, monitoring expenditures, and providing variance analysis.
- Preparing and filing tax returns, ensuring compliance with federal, state, and local tax regulations, and staying updated on changes in tax laws.

Administrator Cum Document Controller

Sanimed International Lab and Management LLC

06/2021 - 11/2022

Abu Dhabi, UAE

Achievements/Tasks

- Filing of all the tracking sheet and to make sure that it was signed by the respective laboratory technologist.
- Proven decision-making skills. Able to react quickly and effectively when dealing with challenging situations.
- A comprehensive understanding of health and safety regulations.

Accounts Executive

Karma Builders And Developers

11/2019 - 12/2020

Kasaragod, Kerala, India

Achievements/Tasks

- Responsible for collection of bills under due, liaising with major clients for Advance Payment in order to facilitate with the funds.
- Preparing weekly cash flow statement and reporting to accounts & finance manager.
- Maintains accounting databases by entering data into the computer; processing backups.

EDUCATION

Bachelors of Business Administration

Kannur University

2018

Kerala, India

Higher Secondary

Board of Higher Secondary Examination

2015

Kerala, India

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

ABDUL RAHMAN

SKILLS

Cash Handling

Negotiable

Financial Statements

Vouching

Bank Reconciliations

Calculating Liabilities

Cash Flow analysis

TECHNICAL SKILLS

MS Office

Word | Excel | PowerPoint

ERP Software

Tally | Peachtree | Quick Books

LANGUAGES KNOWN

English

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Malayalam

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Hindi

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Tamil

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Arabic

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