

# **CURRICULUM VITAE**

**ISMAIL ABDULLAH**

**Abu Dhabi UAE**

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## **JOB OBJECTIVE**

I would like to work for an organization which provides me space to express my skills and opportunity to work with talented colleagues. I am looking for a career where knowledge and skills are rewarded with professional growth

## **PROFESSIONAL EXPERIENCE**

### **1. GEMTECH TECHNOLOGY SOLUTIONS Abu Dhabi [UAE] (Dec2019 –Jul 2021)**

#### **Designation: Accountant**

- Preparation of financial reports. And reconciliations of balance sheet.
- VAT Calculation and VAT returns
- Handling accounts receivables and accounts payables.
- Finalization of book of accounts.
- Follow up receivables and collection,
- Payroll management
- Conducting internal audit,
- Maintain proper filing
- Managing the Financial data, analyze and provide voluble advice to the top management
- Preparation of financial reports.
- Reporting to senior managers regarding the company's finances
- Provide financial information and analytical data to the administrative.
- Detecting and preventing financial fraud.
- Responsible for all financial matters of company including Companies Fixed Asset Register, Receivables, Payables, Cash & Bank and others.

### **2. AL NEJAH GEN. MAINTENANCE COMPANY L.L.C Abu Dhabi [UAE] (Jul2015 –Aug2019)**

#### **Designation: Accountant / Admin**

- Recording all financial transactions on daily basis.
- Preparing monthly payroll.
- Monitoring daily collection and payments.
- Preparing cash flow statements.
- Handling petty cash
- Responsible for cashbook, Ledger and stock and issue register.
- Handling petty cash and recording the same in tally.
- Responsible for payroll and attendance of employees.
- Coordinating with debtors for the payment.
- Preparing sales report, collection report, inventory status reports etc.

## **PROFILE SUMMARY**

- 5.8 Years' Experience in Accounts and Administration Departments.
- Master of Business Administration in finance graduated. MBA (Finance) from P. A. College of Engineering (affiliated to Karnataka Visvesaraya Technological University), (Belgaum), Karnataka in 2014

## **EDUCATION**

- **MBA (Finance)** from P. A. College of Engineering (affiliated to Karnataka Visvesaraya Technological University), (Belgaum), Karnataka in 2013 (Secured 62 %)
- **B.Com** with computer application from AIMS College (Calicut university) in 2012 (Secured 60.25%)
- **PLUS TWO**(Science) from GHSS Avala Kuttoth Kerala (Board of higher secondary education) in 2008 (Secured 60%)
- **SSLC** from Rahmaniya HSS, Kerala (General education dept., SSLC, Kerala) in 2006 (Secured 73%)

## **TECHNICAL SKILL – SET**

- Advanced Diploma in Computerized Financial Accounting (Manual Accounting, Sage50, UK, Tally, Peachtree).
- Well versed with MS Office Suite (Word, PowerPoint, Excel and Outlook).
- Adobe Photoshop, Internet.

## **PERSONAL DETAILS**

Name	ISMAIL.PK
Father's name	Abdulla.PK
Date of Birth	25 <sup>th</sup> may, 1991
Nationality	INDIAN
Permanent Address	PK House, Tharopoyil (Po), Calicut, Kerala pin 673541
Hobbies & Interests	Driving, Travelling, Making new friends, Painting.
Languages Known	English, Malayalam, Hindi
Passport number	L4417150
Driving License	<b>Valid UAE Driving License</b>
Visa Status	Visit Visa (Valid Until Feb 10 2022)

## **STRENGTH**

- Work with passion.
  - Adaptability | Quick learner.
  - A good team leader and team player.
  - Good negotiation and convincing skills.
  - Good communication skills | Multi tasking.
  - Accounts | Administration | Marketing |.
  - Coordinating | Presentation | Leadership skills.
  - Good computer skills and proficiency in MS Office Applications.
  - Commitment to employer with a high level of integrity and credibility.
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- ✓ Ready to join immediately.
  - ✓ References are available on request