

## JABIR MULAKKAL

ACCOUNTANT



## ADDRESS

Al Falah Street, Tourist Club Area,  
Abu Dhabi, United Arab Emirates



## PHONE NUMBER

+971 545344193



## EMAIL

jabirvarode@gmail.com



Accounting Professional with 10+ Years of Experience optimizing productivity, efficiency and service quality across various environments.

Highly Dependable, Ethical and Reliable Support Specialist/Leader.

Work Effectively with Cross Functional Teams in ensuring Operational & Service Excellence.

PERSONAL  
DETAILS

Date of birth  
06-01-1986

Nationality  
Indian

Visa status  
Transferrable

Marital status  
Married

WEBSITES &  
SOCIAL LINKS

linkedin:  
<http://www.linkedin.com/in/jabir-m-a2951922>

facebook:

## WORK EXPERIENCE

## ACCOUNTS ASSISTANT

*Eram Manpower Services/Abu Dhabi/May 2016-Present*

Handling Accounts Payable - Supplier Payment

AR Invoicing

Petty Cash Maintenance & Verification

Bank Reconciliation

Cheque Preparation

Financial Data Analysis

Preparing Cash Flow

Reporting - Financial Information

Documentation & Filing

## ACCOUNTS ASSISTANT

*Arabian Power Electronics Company/Al Khobar, Saudi Arabia/Jan 2015-Mar 2016*

EDUCATION

B Com

Calicut University/ Kerala, India

2006

Bachelor of Commerce

Diploma

IATA - International Air Transport Association/Montreal, Canada

2007

IATA/UFTAA Foundation/EBT Course

School of Airlines & Travel Management, Cochin

Higher Secondary Education

Board of HSE - Kerala/Kerala, India

2003

Higher Secondary Education - Science Stream

SKILLS

Tally ERP

MS Office

LANGUAGES

English

HINDI

Malayalam

AR -Invoicing

Maintenance of Petty Cash

Routine Accounting Entries in the system

Time Sheet Verification of Employees

Stock Maintenance & Verification

Documentation & Filing of Records

FINANCE EXECUTIVE

Q Travels/Doha, Qatar/July 2011-Jun 2014

Responsible for Airline BSP Payment

Handling of Cash & Cheques

Bank Reconciliation

Preparing Financial Reports

Performance Appraisal of Employees

FINANCE ASSISTANT

Air India /Cochin, India/Mar 2009-Sep 2010

Cashier - Handling Cash at Cash Counter

Bank Reconciliation

Issuing Cheques per bills or Invoices

Issuing Excess Baggage Tickets

Preparing Cargo Sales Reports

Maintenance of Document Control Register

TRAFFIC ASSISTANT

Air Deccan/Chennai, India/Jun 2008-Dec 2008

Passenger Check-In

Excess Baggage Clearance

Baggage Supervision & Clearance

Assisting Passengers at Boarding Gate & Arrival Area

ACCOUNTS OFFICER

RAK Airways/Calicut, Kerala, India/Oct 2010-Mar 2011

Cashier - Handling Cash at Counter & Petty Cash Maintenance

Handling Sub Agent Payments

Bank Reconciliation

Issuing Cheques/Payments against bills

Office Administration

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## REFERENCES

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### Sudarshan Raghavan

Eram Manpower Services



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sudarshan@ems.services

### E K Rajendran

Eram Group



+971 506501641



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## COURSES

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*Nov 2020 - Nov 2020*

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