



# ABDUL RAHMAN ANSARI

Data Processor/ Accounts Assistant/ Admin Assistant/ Time Keeper

## Career Objective

Skilled Accounting Assistant/ Administrative Assistant/ Timekeeper Skilled in Data Processing and analysis with strong attention to detail and methodical approach. Brings motivation to learn and excel combined with skills developed from self-training and previous experience. Versed in MS Office & Accounting Software (Tally ERP9), spreadsheet tracking and working under pressure, and adapting to the new situation and challenges to best enhance the organization's brand.

## Personal Details:

- Father Name : Mohd. Shamim Ansari
- Gender : Male
- Religion : Islam (Sunni)
- Nationality : Indian
- Marital Status: Unmarried

## Passport/Visa Details:

- Passport No. : P0329125
- Place of Issue : Lucknow
- Date of Issue : 16-May-2016
- Date of Exp. : 15-May-2026
- Visa Status : Join Immediately

## Contact:

- Address : Abu Dhabi, UAE.
- Phone : +971 – 56 491 2576  
: +971 – 52 155 2318
- Email : shaan9036@gmail.com

## Languages:

Hindi  
Excellent

English  
Perfect

Bengali  
Beginner

## Social Media:

LinkedIn



## Work Summary

- Senior Data Processor at Unilabs Middle East June 2021 to June 2022
- Accounts Executive cum Administrative Assistant at East and General Cleaning L.L.C. July 2020 to July 2021
- Accounts Executive cum Time Keeper at Small Nest General Maintenance. July 2018 to July 2020
- Junior Accountant at Harsh Associates and Maa Vaishno Goods & Carrier. Oct 2017 to June 2018
- Accounts Assistant & I. A. Shah & Associates Tax Management. Feb 2016 to June 2017
- Accounting Internship at R. S. Mishra Advocate. June 2015 to Dec 2015

## Work History

### June-2021 to Senior Data Processor

Current Unilabs Middle East, Abu Dhabi Main Branch, UAE.

- Maintain and update an existing database on Google Sheet and SIGLO software.
- Ability to interpret data and then take the next steps according to established procedures.
- Located and Corrected data entry errors and reported them to management.
- Data Entry skills with attention to detail and accuracy.
- Worked flexible hours across the night, weekend, and holiday shifts.
- Working with a cross-functional team.
- Ability to take on additional tasks within the team as needed.
- Coding and processing surety bid and final bond request within processing standards established by management.
- Responsible for receiving, shorting, registering, scanning the samples, and reporting & monitoring results.

### July-2020 to Accounts Executive cum Administrative Assistant

June- 2021 East and West General Cleaning LLC, Abu Dhabi, UAE.

- Maintain company ledgers and daily financial transactions.

## Core Skills:

Microsoft Office



Intuit Tally ERP-9



Month-end Report



Data Entry



Payroll Processing



Accounting



Bank Reconciliation



Book Keeping/ Inventory



Tax Invoicing & Collection



Time Sheet Management



Data Entry s/w SIGLO



## Soft Skills:

Accessibility



Adaptability



Active Listening



Analytical Thinking



Highly Organized



Communication



Time Management



Team Work Skills



Initiative & Problem Solving Skills



Technical Skills



E-mailing/Internet



- Create financial documents such as bills, invoices, pay-orders, receivable, and purchase orders.
- Identify discrepancies in ledgers and accounts tracking them to the source and correcting them.
- Keeping up-to-date records of all transactions and maintaining a variety of project documents and administration records.
- Manage payroll activities and release salaries through WPS.
- Coordinate and manage payments and billing details of external services providers, contractors, and vendors.
- Verify payments and deposits made through the company account and coordinate with the bank.
- create daily reports for management and team members.

July-2018 to

June- 2020

### Accounts Executive cum Time Keeper

Small Nest General Maintenance, Abu Dhabi, UAE.

- Used Critical thinking to break down problems evaluate solutions and make decisions.
- Proceed payroll by validating work hours (time off) & attendance (leave) of employees.
- Approve an employee's timecard at the end of each pay period and release salaries.
- Have visible access to an employee's time worked and leave.
- Assist supervisors with questions regarding their employee's timecards.
- Modify custom fields such as overtime and meal break designations.
- Receive, register, verify and process all invoices and ensure transactions are correctly recorded.
- Maintain and reconcile general ledger accounts.
- Keeping up-to-date records of all accounting transactions.
- To monitor petty cash of the precast Div.
- Following up accounts receivable.

## Education

May-2013 to

July- 2016

### Bachelor of Science: Mathematics

Chhatrapati Shahu Ji Maharaj University (C.S.J.M.U.), Kanpur, Uttar Pradesh, INDIA.

Oct-2015 to

March- 2016

### Diploma in Advance Official Accounting (AOAC)

Sews Academy and Collage, Allahabad, Uttar Pradesh, INDIA.

Nov-2013 to

Dec- 2014

### Diploma in Computer Application & Business Accounting (ADCA)

National Institute of Electronics and Information Technology (NIELIT), Allahabad, Uttar Pradesh, INDIA.

June-2014 to

Dec- 2014

### Course on Computer Concepts (CCC)

National Institute of Electronics and Information Technology (NIELIT), Allahabad, Uttar Pradesh, INDIA.