

Accounts Professional



CONTACT INFORMATION

SANOFAR.M

E- mail:
sanofarmang@gmail.com

Mobile: +97156-8987868

PERSONAL DETAILS:

DATE OF BIRTH: 26.05.1986

SEX : MALE

NATIONALITY: INDIAN

MARITAL STATUS: MARRIED

LICENCE : HOLDING
VALID UAE DRIVING LICENSE

LANGUAGES KNOWN

- ENGLISH
- ARABIC
- HINDI

PASSPORT DETAIL

PASSPORT NO.: S 6677353

CAREER CONSPECTUS:

To be part of a reputed firm where I can utilize my skills and experience to meet the organizational goals and to achieve professional growth. Academic studies supported by 10 Years of experience in Accounts, Procurement, Taxation, Inventory Management, Cash Management, Value Added Tax (VAT) Filling & Excellent skills.

CAREER OBJECTIVE:

To grow as an effective professional and drive the organizations in a manner which will help the organization to move towards the higher targets as well as help myself to strengthen my job competency and grow within the company.

KEY SKILLS:

- Journal Entries & General Ledger.
- Accounts Receivable & Payable Processes
- Procurement Process.
- Value Added Tax (VAT)Filling.
- Inventory Management.
- ERP & Financial System Technologies.

Work Experience:

Arab Tech Sports-Abu Dhabi, UAE -April-2023 till present as Accountant.

Duties & Responsibilities:

- Maintaining Stock control.
- Product receiving, checking & barcoding.
- Updating stock entry & value reconciliation.
- Reconciliation of Accounts Receivable & Payable Statement.
- Reconciliation of bank statement & updating on daily basis.
- Handling cash receipt & Accounts Receivable collection.
- Petty cash handling and preparing monthly summary.
- Preparing monthly income & expense report.
- Maintaining A/R & A/P statement of account.
- Follow up payment collection.
- Checking the invoices & booking.

VISA STATUS

Residence-Transferable

STRENGTHS

- Ready to take up international assignments
- Good communication skill and convincing capability
- Team working and effective in leading
- High zone of tolerance and hardworking
- Observant and adaptable
- Well versed with internet research method.
- Energetic & well physical condition.

HOBBIES

- Foot Ball
- Traveling
- Swimming

- Receiving orders from clients & updating the queries.
- Preparing Quotation & send to customer confirmation.
- Request quotation from supplier & prepare comparison statement.
- Preparing Purchase Order.

CWRC-AI Rayan Investment.PSC Abu Dhabi, UAE (July-2020 to Dec-2022) as Accountant.

Company Profile: CWRC is one of the leading service providers for facility of labour accommodation & Other Service Facilities.

Duties & Responsibilities:

- Process monthly invoice as per schedule.
- Preparing monthly occupancy calculation & verifying their check-in/ check-out data for monthly invoice.
- Reconciliation of Accounts Receivable & Payable Statement.
- Calculating Daily & Monthly Occupancy based average expense.
- Handling cash receipt & Accounts Receivable collection.
- Maintaining petty cash & submit weekly report to the top management.
- Maintaining client's contracts schedule & submit report to top management.
- Providing MIS reports to top management.
- Co-ordinating with clients for payment collection and solve their queries.
- Prepare & submit monthly utility bill summary.
- Collecting & Process materials request from every department.
- Request quotation from supplier and prepare comparison statement.
- Preparing Purchase Order.
- Preparing & get approval from management for cash purchase.
- Preparing supplier contract schedule for AMC & Materials.
- Coordinated deliveries and acted as point of contact for suppliers to ensure on-time delivery.
- Reviewing, Comparing and Analyzing products and services to be purchased.
- Booking Supplier invoice in to the books.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges.
- Maintaining good relations with debtors/creditors and negotiating contracts.

MALEKAT AL MODA TRADING.LLC Abu Dhabi (From Oct-2011 to April-2020) as Accountant.

Duties and Responsibilities:

- Inventory Control.
- Product Barcoding.
- Petty Cash Handling.
- Managing and Monitoring Daily cash & Credit Card Transactions.
- Daily cash deposit transaction in to bank.
- Preparation of monthly statement of accounts.
- Accounts payable processing.
- Administration on day-to-day activities of the company.
- Reconciliation of Credit card Transactions.
- Reconciliations of Bank statement and updating on daily basis.
- Posting the vouchers.
- Carried out payroll processing task of the employees.
- Calculating end of service benefits of employees.

Academic Qualification:

- B.com - Bachelor of Commerce-Calicut University. (Per suing)

Declaration:

I confirm that the information provided by me is true to the best of my knowledge and belief. Necessary documents will be produced as per the requirement.

SANOFAR.M