

# ABDULRAHMAN UMMERFAROOK

Abu Dhabi, UAE

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## CAREER OBJECTIVE

Seeking a challenging opportunity in an Organization to excel and grow along with the organization by utilizing my knowledge and acquired skills towards fulfilment of organizational vision.

## CAREER PROGRESSION

**Trade Finance Consultant- September 2021 – Current | Euro Exim Bank – London, UK – (Remote)** [www.euroeximbank.com](http://www.euroeximbank.com)

- Promote the services of Euro Exim Bank to corporates.
- Identify clients for structured non-funded financial solutions, namely issuance of Letters of Credit, Standby Letters of Credit, Performance bonds and Bank Guarantees.
- Convert leads into a successful transactions.
- Provide regular prospective business reports to Sales Management
- Promote Euro Exim Bank in public forums and attend conferences, webinars etc. on approval from Management.

**Administrative Officer (HR) cum Accountant – July 21 – Dec 2021 (6 months contract)- Investors Documents Clearing Services- Dubai**

- Assist in UAE visa, emigration and labor contracts processing.
- Issuing and renewing Emirates National ID, Medical Etc.
- Handles Accounts/Finance and HR related works.
- Payroll Processing (WPS). English & Arabic data entry.
- Act as a Public Relations Officer (PRO) – Making relationship with companies.

**Associate Portfolio Manager – April 2021 – June 2021 - Square Yards Real Estate LLC- Dubai -** [www.squareyards.com](http://www.squareyards.com)

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through marketing, networking and social media.
- Setup meetings with potential clients and listen to their wishes and concerns.
- Ensure the availability of stock for sales and demonstrations.
- Collaborate with team members to achieve better results.

**Financial Accountant – Jan 2018 – April 2020 | Club Voyage Tours and Travels – Kannur, Kerala – India**

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Assist senior accountants in the preparation of monthly/yearly closings.
- Assist with other accounting projects.

## EDUCATIONAL QUALIFICATIONS

ITM College of Arts and Science - Kannur University  
Bachelor of Commerce with co-operation

## COURSES AND CERTIFICATES

- **MBA: Business Lessons from a CEO**  
Business Strategy | **Management and HR Management** | Marketing Communications and Marketing Management | Accounting and Financial Statement Analysis | Decision Making, Persuasion, and Negotiation  
**UDEMY - 365 CAREERS - DEC 2020** [view certificate](#)
- **The Complete Investment Banking Course 2021**  
The ascendance of investment banking services | The four main areas of investment banking activity | Strategies pursued by investment banks | Capital markets - Equity capital markets - Debt Capital Markets | Advisory services - Mergers and acquisitions - Restructuring | Trading and Brokerage | Asset management | Company Valuation | Financial modeling fundamentals | DCF Valuation | Relative valuation | LBO Valuation - **UDEMY - 365 CAREERS - JULY 2021** [view certificate](#)

- **International Trade Finance | Letter of Credit and UCP 600**  
Bank Guarantees - Detailed Process Flow | Letter of Credit – Detailed Process flow | Incoterms® 2020 and Letter of Credit | Types of Letter of Credit - In Detail | UCP 600 - Discussion on UCP 600 Articles with Examples  
Scrutiny of Documents – Most Common Discrepancies | Issue a Letter of Credit - Understanding the MT 700 Swift  
**UDEMY - MAY 2021** [view certificate \(LC and UCP 600\)](#) | [view certificate \( International Trade Finance\)](#)
- **Accounting & Financial Statement Analysis: Complete Training**  
Introduction to Accounting | Three Main Statement in Financial Accounting | Core Accounting Principles  
Bookkeeping Records + Income Statement + Balance Sheet | Accounting and Timing - Income and Cash Flow  
Cash Flow Statement - Cash Flow Analysis | Financial Reporting | Financial Statement Analysis - Science and Practice  
**UDEMY - 365 CAREERS - FEB 2021** [view certificate](#)
- **Islamic Banking and Finance: Theory and Practice**  
Introduction to Banking | Understanding Riba | Islamic Banking – Key Misconceptions | Islamic and Conventional Banking – Difference | Islamic Banking Modes and Products - **UDEMY | MAY 2021** [view certificate](#)
- **Financial Accounting | Corporate Finance (M&A) | Bookkeeping | Payroll Processing.**
- **Tally ERP9 | Zoho Books | Microsoft Word | Excel | PowerPoint | Outlook Etc.**

## PERSONAL INFORMATION

- DATE OF BIRTH : 17th Jan 1996
- PLACE OF BIRTH : Kannur, Kerala
- NATIONALITY : Indian
- GENDER : Male
- MARITAL STATUS : Single
- LANGUAGE'S KNOWN : English (Fluent), Hindi, Arabic and Malayalam (Native)
- Driving License : Indian four and two wheel Driving License
- VISA STATUS UAE : UAE Visit visa valid till 26<sup>th</sup> January 2022

## DECLARATION

If given an opportunity to work with your esteemed organization, I assure that I will work sincerely and honestly to the entire satisfaction of the company. I am looking forward to meet you in personal to discuss more on my abilities and my existing skills.

## REFERENCES

Rauf Thayal  
Assistant Vice President  
Dubai Islamic Bank

Ummer Farook KT  
Senior Trade Finance Officer  
Emirates Islamic Bank  
[Ktufarook@gmail.com](mailto:Ktufarook@gmail.com)

Kind regards  
Abdul Rahman Ummer Farook