



📍 Abu Dhabi, United Arab Emirates

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COMPUTER PROFICIENCY

Tally ERP9 ●●●●●
EZ Business ERP ●●●●●
Orison Financial ERP ●●●●●
Peachtree ●●●●●
Excel for Advanced Accounting
Microsoft Office ●●●●● ●●●●●

LANGUAGES

English ●●●●●
Hindi ●●●●●
Urdu ●●●●●
Malayalam ●●●●●
Arabic ●●●●●

📷 PERSONAL INFORMATION

Nationality : Indian
Marital Status : Married
Driving License : UAE
Date of Birth : 30-12-1988
Visa Status : Visit Visa
Visa Expiry : 23-02-2022

ASIF CHERUPARAMBIL

Senior Level Professional Accountant

💡 PROFILE • ABOUT ME

To pursue a career and to attain a position in a progressive company which will allow me to grow and develop my creative and technical skills, and expose me to the newest media and cutting edge technology, where I can use my knowledge and skills to the maximum extent.

💻 SKILLS

- 9+ Years of Progressive Experience
- Finance & Accounting
- Accounts Payables
- Accounts Receivables
- Fund flow Statement
- Cash Flow Statement
- Inventory Management
- Reconciliation
- Banking Facilities & Management
- Project Accounts
- Payroll & WPS
- Internal Audit & Reports
- Budgeting
- Team Management

📁 WORK EXPERIENCE

MILESTONE CONSTRUCTIONS LLC - Abu Dhabi

Financial Accountant

Abu Dhabi
United Arab Emirates

June 2015
- February 2021

A **Khalifa fund** Member **Construction firm** Building Privet Villas & Commercial Buildings.

- Preparing monthly Financial Statement and schedule for the Management.
- Preparing Bank, Debtor and Creditor reconciliations.
- Preparation of Fund Flow & Cash flow statements
- VAT accounting, record keeping, monthly returns and monthly reports in line with applicable VAT laws.
- Prepares tax statements, financial statements at required intervals.
- Prepares business income tax returns and statements for audits
- Prepares tax provision schedules by reviewing, preparing, and consolidating provision schedules
- Payroll processing for staff and maintaining a payroll data base.
- Monitoring inventory levels and trends.
- Monthly analysis of expenses and Comparison.

- Managing the Suppliers and credit limits for the agents and managing the credit collection.
- Arranging and Handling all kind of bank facilities
- Verifying and controlling all the sub-contractor and supplier payments.
- Managing Petty cash by liaising with the petty cash holders. Effectively controlling the cost and informing The Management with the implementation of cost control measures successfully.
- Conducted internal checks prior to audit to resolve any discrepancies
- Actively involving in annual Audit of the Company.
- Performed all other activities falling under the jurisdiction of my job responsibilities

JAZEERAT AL KHAIR USED CAR TR L.L.C – SHARJAH

Accountant cum Office Admin

Sharjah

United Arab Emirates

October 2012

- November 2014

One of the most leading Pre-owned automobile Importers specialized in providing reliable and safe pre-owned automobiles both in the region and internationally.

- Preparation of computerized accounting up to finalization.
- Preparation of monthly Bank Reconciliation Statements and Raising invoices.
- Preparation of Management reports like Trial Balance, Profit & Loss account, and Balance sheet.
- Profitability analysis of inventory.
- In charge of petty cash and Preparation of Payroll for the employees.
- Managing Accounts Receivables and Accounts Payables.
- Manage transactions and the accounts of Suppliers in U.S.A and U.A.E in multi-currency.
- Releasing Vehicle Clearance Certificate (VCC) and sale letter to Customers.
- Actively involving in annual Audit of the Company.

Admin In charge:

- Receive the customers approaching to the front office.
- Assist the customer with their passion and needs about the vehicle.
- Analyze the customer needs and availability of the vehicle.
- Participating in online Auction from U.S.A for buying Motors.

Managing the logistics services related to U.A.E. Customs Document standard.

AMPLE TECHNOLOGIES

Accounts Assistant

Ponnani, Kerala

May 2010

- July 2012

- Issuing invoices and follow-ups.
- Preparation of monthly Bank Reconciliation Statements.
- Daily Follow up and monitoring of Payments & Receivables.
- Petty Cash Management.
- Preparing the monthly payroll.

Assisting the Accounts manager for preparing financial statements.

EDUCATION

MBA (Masters of Business Administration) MBA

Bharathiar University -India

B.COM (Bachelors of Commerce)

May 2010

University of Calicut -India

TRAINING & CERTIFICATIONS

- CMA US (Certified Management Accountant)
- SAP FICO -ECC 6.0 (IDES Ver. EHP5)
- Advance Diploma in Manual & Computerized Accounting (ADMCA)
- Certification in Microsoft Word, Excel, PowerPoint (IGNET)
- Excel for Advanced Accounting

ACHIEVEMENTS

- Implemented new ERP System (EZ Ware) For the Company as a Team Leader at Milestone Constructions LLC
- Company Classification made on 2nd Category for the company at Milestone Constructions LLC

STRENGTH

- Sincere, Honest & Dedicated
- Disciplined and sociable
- Hardworking, self-motivated and result oriented
- Able to work in critical situation and an effective Team Leader