

ARIF ULLATTIL
FINANCIAL ACCOUNTANT

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Calicut,Kerala,India



EXPERIENCE

Accountant, FIBREX Construction LLC- Abu Dhabi Aug'2017- Mar'2020

- Receive and verify invoices.
- Posting of Supplier's invoices in accounting software after checking all supporting documents (Purchasing Order, Delivery Note, Material Receipt Voucher, Comparison Sheet and Quotations etc.)
- Resolve invoice discrepancies, Reconcile vendor's balances each month end.
- Payment processing.
- Letter of Credit opening.
- Solve internal auditor's queries on payment application.
- Proper allocation of receipts and generating invoices.
- Petty cash reimbursement.
- Maintain the proper recording of fixed assets transactions.
- Preparation of Scrap sales invoices.
- Monthly inter division reconciliation and closing.
- Correspond with vendors and respond to inquiries, acts as a liaison between related departments and vendors.
- Co-ordination with internal and external auditors.

Accountant, Parco Middle east LLC (Retailing Company), Dubai Sep'2016 – June'2017

- Receive and verify invoices
- Passing journal entries.
- Verifying. Allocating, Posting and reconciling accounts payable and receivables.
- Monitor outstanding receivables and payables.
- Petty cash handling
- Bank reconciliation.
- Provide accounts related reports to management.
- Review and recommend modifications to accounting systems and procedures.
- Maintain good relationship with debtors and creditors.

Assistant Auditor, C.A Johnson George & Company, India. Dec' 2012-Nov'2015

- Internal Auditing of various financial institution
- Checking and inspecting the accuracy of accounts receivable and payable ledgers.
- Develop and maintain the clients and business partners' databases
- Identify and evaluate procedures and policies in tax reporting processes.
- Establish working relationships with company's staff, business partners and clients.

Cashier Cum Receptionist Aster MIMS hospital, Calicut-India

- Receive payment by cash or credit cards
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Greet customers entering establishments.
- Resolve customer complaints.

EDUCATION

- Master Degree in Commerce (M.com), Madurai Kamaraj University
- Bachelor Degree in commerce(B.com), University of Calicut
- Diploma Course in financial accountancy NIELT Calicut

MORE INFORMATION

- Date of Birth: 20-04-1990
- Marital Status: Married
- Languages known: English, Malayalam, Hindi ,Arabic