

**ISMAIL K A**

Mobile**: 9895312295** Email**: ismailkacv@gmail.com**

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| **Professional Summary** |

Accounts Professional with Extensive Years of Experience in UAE and India. Expertise in Accounts up to Finalization, Payroll, Handling Accounts Payables, Accounts Receivables, Cash and Bank Book, General ledger accounts, and Good Knowledge and Experience in Financial Analysis and Administration duties. Looking Career in a Challenging Environment and to keep value adding to the Organization, which I represent and serve, and to myself, while concurrently upgrading my Skills and Knowledge.

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| **Career History** |

**ACCOUNTANT March 2018 to Sept 2019**

**(***Ma’hash Trading Company, Kerala, India****)***

* Prepares and Records Assets, Liabilities, Revenue, Expenditure entries by compiling accounting information.
* Handling Accounts Receivable and Accounts Payable.
* Preparing Cash Budget and analyzing cash sources and its applications.
* Preparing Profit and Loss a/c and Balance sheet and analyzing financial status of the firm.
* Compute Taxes and Prepare and Filing Tax returns.
* Preparing Payroll of Employees.
* Analyzing Liquidity Position of the firm by Preparing Cash Flow Statement and Fund Flow Statement.
* Verify discrepancies by and resolve clients’ billing issues.
* Assisting in carrying out firm’s Audit Report.

**ACCOUNTANT July 2010 to Dec 2017**

**(*Ahmed Rabee Group of Companies, Dubai, UAE*)**

* Recording and Updating all kinds of Business transaction timely and accurately.
* Maintaining accounting ledgers and performed account reconciliation.
* Preparing Balance sheet, Profit and Loss a/c, and other Reports.
* Reconciles Financial Discrepancies by collecting and analyzing accounts information.
* Preparing Cash Flow Statement and Analyzing Cash and Liquidity position of the firm.
* Review Bank Statements and Prepare Monthly Bank Reconciliation statement.
* Preparing Payroll and maintaining Employees accounts.
* Handling and Preparing Cash book and Petty Cash book.
* Maintenance of Post dated Cheque and Issued Cheque List.
* Preparation of Import and Export documents.
* Preparing Accounts Receivable and Payables statements.
* Business Correspondence and its follow up.
* Handling with external and internal queries on invoices and related payments.
* Preparing and Sending Commercial invoices.

**ACCOUNTS ASSISTANT Feb 2009 to May 2010**

**(***Royal Trading, Mangalore, India***)**

* Processing and recording of accounting transactions.
* Maintaining and updating of Cash and Bank Book and General Ledgers accounts.
* Preparing Bank reconciliation statement.
* Entering cheque receipts and cash receipts.
* Preparation of Supplier’s and Customer’s Statement, tracking and follow-up.
* Maintaining track record of company’s expenses.
* Preparing Trading account, Profit & Loss account and Balance sheet.
* Carrying out various banking functions like loans, online banking etc.

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| **Professional Skills** |

* Complete understanding of accounting processes and procedures.
* Experienced in processing Payroll, Accounts payable, Accounts receivable functions.
* Excellent knowledge and work experience in Preparation of Cash Flow and Fund Flow statement.
* Excellent Knowledge and Work Experience in Financial Analysis.
* Good knowledge and work experience in Tax related Accounting.
* Good knowledge and experience in preparation of cash budget.
* Excellent knowledge in GAAP (Generally Accepted Accounting Principle) and IFRS.
* Good Knowledge in Cost Accounting (i.e. Preparation of Cost Sheet, Stores Ledger, Labour cost, etc.)
* Strong knowledge and experience in banking related transactions.
* Good knowledge in UAE VAT Calculation and Filing VAT Returns.
* Well Versed Computer Knowledge and Experience regarding all kinds of Accounting and Office Administration.
* Strong knowledge and ability to access advanced business software and applications.

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| **Academic Qualification** |

**PGDBA(**Post Graduate Diploma in Business Administration**)** **:** Annamalai University, India.

**B.Com (**Bachelor of Commerce**) :** University of Calicut, India.

**Pre – Degree (**Commerce & Accounting**)** **:** University of Calicut, India.

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| **Certifications** |

Certification in **Financial Analyst** : Udemy Inc., USACertification in **SAP FICO (Financial & Management Accounting) :** Udemy Inc., USA

Certification in **Finance and Accounting** : IBMI, Berlin, Germany

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| **Technical Skills** |

* Excellent Knowledge and Work Experience in **MS. Office (Word, Advanced Excel, Power Point,** etc**.)**
* Good Knowledge and Work Experience in **Accounting Software (**Tally Erp, Quick Books, Peachtree, etc.**)**
* Good Knowledge in **SAP Erp**.

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| **Personal Info** |

Languages Known : English, Hindi, and Malayalam, (Arabic; Read and Write)

DOB. : 02-01-1986

District : Kasaragod

State. : Kerala

Contact : **9895312295**