**ABDUL RAHIMAN.K**

**(M.Com, ACS, ACMA,ACA(F))**

Mobile**: +971559099463**



**RESIDENTIAL ADDRESS:**

Room No: 303

Sea Breeze Cargo Building,

Madinath Zayed,

Abudhabi,

UAE

E- mail ID: [carahiman@gmail.com](mailto:carahiman@gmail.com)

**🡺CAREER OBJECTIVE**

To work sincerely and establish myself as a dedicated hardworking and result oriented individual. To do my best for the organization and willing to lead a good career, with the knowledge and skill I have developed over the past. Now I am searching for the suitable place to apply my skills in an office work. And I am excellent in Compliance Reporting.

**🡺PROFESSIONAL SYNOPSIS**

* Over 3 years of professional experience in the field of Audit Assistant & 2.5 years experience as Accountant in UAE.
* Graduation in Commerce (B.Com) with major in Financial Accounting Provides with strong Accounting knowledge.
* The key areas are maintenance of accounts under computerized and manual environments, Invoicing, Maintaining Books of Accounts etc.
* Regular checking of Accounts payable, petty cash, employee expense claims, month-end journals like accrual entries and reversal of previous accruals, Depreciation for fixed assets, Amortization of prepayments, payroll entries and other adjusting entries Bank Reconciliation, Stock verification and valuation and ledger Scrutiny, Preparation of Financial Statements
* Self motivated, dynamic and result oriented.
* Good command over English and Correspondence skills.

**🡺CORE COMPETENCIES AND SKILL**

Internal Audit, Risk &Compliance, Accounting, Financial Control, Audit, Payroll, Financial Analysis, Training & Development, Resource management and operations.

* Tally 9 ERP.
* MS – Word & Excel
* Banking Transactions
* Handing all Accounting Packages such as TALLY ERP

**Membership and Affiliation:-**

🡺**PERSONAL COMPETENCIES**

* Analytical skills/ Systematic Problem Solving approach
* Teamwork & Interpersonal skills
* Influencing and negotiation Skills

**🡺EDUCATIONAL QUALIFICATION:**

* **MCom (Finance)** from **Calicut University**.
* **ACS** from **the Institute of Company Secretaries of India (ICSI)**
* **Chartered Accountancy Final from the Institute of Chartered Accountants of India (ICAI)**
* **Cost & Management Accountancy from the Institute Cost Accountants of India (ICWAI)**

**🡺WORK EXPERIENCES:**

**ALLIANZ MIDDLE EAST SHIP MANAGEMENT LLC**

**Designation: ACCOUNTANT GENERAL**

* Management of Ship Accounts i.e. billing and Filing etc. of Vessel invoices and documents.
* Daily management of Petty Cash
* Manage and liaise with Crew Transportation Company in terms of Accounting and Invoicing matter
* Assisting Financial Manager in approving accounts related matters
* Ensure all ship management operating costs are under control.
* Assisting PRO to segregate ship wise transactions

**EAST ASIA BLDG CONT.CO.LLC**

**Designation: ACCOUNTANT GENERAL**

* Managing the Accounts Payable
* Petty Cash Management and Bank Reconciliation and Accounts reconciliation for major Vendors.
* Maintains filing and Recording documents to the system
* Keep information about daily activities
* Audit daily transactions

**ITTA PARTHA SARATHY & COMPANY- CHENNAI (INDIA)**



**Chartered Accountant’s firm**

**Designation: AUDIT ASSOCIATE**

**Statutory Audit under section 44 AB, Internal Audit and Accounting assignments of various clients.**

* Vouching of Purchase, Sales invoices, Expenses and Receipts.
* Verification of reconciliation of Bank Statements and Accounts statements.
* Stock verification and Valuation for small scale industries.
* Ledger Scrutiny of major Ledger accounts.
* Verification of Month end entries.
* Ensuring the statutory requirements in order to prepare the Computation of Income Tax.

**Internal Audit:**

* Understanding of the Business requirement and purpose of Audit.
* Identify the Scope of Audit and understand the Audit areas.
* Understand the Audit plan.
* Work according to the Audit procedures like substantial testing and Compliance testing.
* Assist the seniors while drafting of Internal Audit reports.

**🡺PERSONAL PROFILE:**

Date of Birth : 19-05-1983.

Nationality : Indian.

Marital Status : Single.

Gender : Male.

Visa Status : Employment - Transferable.

Languages Known : English, Hindi, Tamil and Malayalam

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