



## ABU THAHIR

### SENIOR ACCOUNTANT

Dedicated Senior Accountant with over 9 years of experience in financial reporting, audit management, and strategic planning, seeking a challenging finance role within a dynamic organization. Proficient in utilizing advanced accounting software such as Tally ERP9, SAP, and Microsoft Excel to streamline financial processes and enhance operational efficiency. Demonstrates strong leadership in

achieving audit compliance and guiding teams towards financial integrity. Equipped with robust analytical, problem-solving, and communication skills, committed to leveraging these abilities to contribute to the financial success and growth of a forward-thinking company.

## WORK EXPERIENCE

### Senior Accountant

NIDUKKI TRADING COMPANY, Sitra, Manama, Kingdom of Bahrain

*Mar 2020 – Present*

Software Used: WINGS, FAME

Responsibilities:

- Financial Reporting & Analysis: Led financial reporting, ensuring accuracy in profit and loss accounts, balance sheets, and cash flows.
- Audit Management: Completed annual audits (2020-2022), collaborating with auditors to fulfill all requirements.
- Cash Flow Optimization: Managed bank overdrafts to prevent penalties, ensuring steady cash flow.
- Bank Guarantee Management: Prepared and monitored guarantees, improving financial security and tracking.
- Accounts Reconciliation: Performed monthly and periodic reconciliations of general ledger and bank accounts.
- Tax Preparation and Filing: Managed tax report preparation and filing, adhering to regulations.
- Payroll Administration: Handled payroll processes, ensuring accurate and timely payments.
- Accounts Payable and Receivable: Managed timely collections and payments, improving cash flow.
- Budget Monitoring: Monitored budget, providing spending reports to assist in financial decisions.
- Risk Management: Identified financial risks through account monitoring and management.
- Financial Strategy and Planning: Developed and implemented financial strategies to support organizational goals.
- Compliance and Controls: Ensured adherence to financial policies and procedures, maintaining internal control standards.

### Accountant

OVERLAND TRADING CO. WLL, Mameer, Manama, Kingdom of Bahrain

*April 2017 – Mar 2020*

Software Used: IFMS & FLEET

Responsibilities:

- General Ledger Management: Ensured accurate financial reporting by overseeing general ledger operations.
- Transaction Processing: Maintained daily financial activities with precise record-keeping.
- Payroll Processing: Administered payroll accurately, including all related calculations and disbursements.
- MIS Reporting: Produced monthly reports for strategic decision-making support.
- Executive Reporting: Provided key financial insights through regular reports to the Managing Director.
- Accounts Reconciliation: Ensured financial accuracy by reconciling supplier and client accounts.
- Financial Scheduling: Managed financial schedules, aligning with company's financial planning.
- Financial Record Keeping: Kept detailed financial records in IFMS & MS Excel for analysis and retrieval.



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Bahrain



## SKILLS

- Financial Reporting
- Audit Coordination
- Accounts Payable & Receivable Management
- General Ledger Accounting
- Payroll Processing
- Tax Reporting and Compliance
- Cash Flow Management
- Budgeting and Forecasting
- Financial Reconciliation
- Management Information Systems (MIS)
- Financial Analysis
- Strategic Financial Planning
- Team Leadership and Development
- Inventory Management
- VAT Implementation and Compliance
- Financial Analysis and Reporting
- Compliance and Regulatory Management



## TECENICAL SKILLS

- MS Office and Accounting Packages
- Tally ERP 9, SAP, FAME, FLEET, IFMS, WINGS
- ZOHO
- Computer Hardware
- Advanced MS Excel



## PERSONAL DETAILS

Father's Name: ABDU

Sex: Male

Nationality: Indian

Marital Status: Married

CPR No: 930327365

License No: 930327365

Passport No: L6358164

Date of Birth: 22-03-1993

Languages Known: English, Hindi, Malayalam, & Arabic

- Cash Flow Management: Optimized cash flow by managing accounts receivable and payable effectively.
- Banking and VAT Compliance: Managed banking transactions and maintained VAT compliance, including returns and implementation.

## Payable Accountant

SUNLIGHT INTERIORS & EXHIBITIONS WLL, Segayya, Manama, Kingdom of Bahrain

*Sept 2015 – April 2017*

Software Used: Tally ERP9

Responsibilities:

- General Ledger Oversight: Managed general ledger accounting, ensuring accuracy in financial reporting.
- Daily Transactions: Recorded day-to-day financial transactions with precision.
- Payroll and BRS: Handled payroll processing and bank reconciliation statements in Tally.
- Project Job Costing: Conducted job costing for individual projects, optimizing financial tracking.
- Payables Reporting: Provided comprehensive payable reports to the Financial Controller, enhancing financial visibility.
- Employee Records: Maintained detailed records and timesheets for all employees.
- Supplier Reconciliation: Performed reconciliation with supplier accounts to maintain financial integrity.
- Inventory Management: Implemented and managed inventory reporting, controlling stock movements.
- Financial Documentation: Oversaw invoice bookings, cheque printing, and maintained cash book and petty cash.
- Banking and Cash Handling: Executed banking transactions and cash transfers, ensuring financial operations' smooth running.

## Junior Accountant

FAIR EXPORTS INDIA PVT. LTD. (LULU GROUP), Ghaziabad, Delhi

*Feb 2014 – Apr 2015*

Software Used: Tally ERP9, SAP

Responsibilities:

- Inventory Management: Ensured accurate stock levels and records through effective management in Tally ERP-9 and MS Excel.
- Transaction Recording: Maintained up-to-date and accurate records of daily financial transactions.
- Financial Record Keeping: Kept comprehensive financial records in Tally ERP-9 and MS Excel, ensuring audit readiness.
- Cash Management: Managed cash book and petty cash book, ensuring accurate cash handling and reporting.
- Staff Welfare: Managed financial aspects related to staff welfare, including financial allocations and records.
- SAP Accounting: Maintained accounts records and performed journal entries in SAP, ensuring data integrity.
- Invoice Processing: Handled invoice processing, from verification to posting and monthly statement reconciliations.
- Payment Proposals: Developed and monitored payment proposals, optimizing vendor payment cycles and relations.

## EDUCATION

- Currently pursuing a Diploma in International Financial Reporting Standards (IFRS) from the Association of Chartered Certified Accountants (ACCA)
- Bachelor of Commerce (B.Com), Calicut University, 2010 – 2013
- Higher Secondary Education, Higher Secondary Education Board of Kerala, 2008 – 2010
- Secondary School Leaving Certificate (SSLC), Board of Kerala, 2008

## ACHIEVEMENTS

- Successfully completed multiple audits, demonstrating thoroughness and attention to detail.
- Recognized as "Quick Learner" by the Financial Controller for exceptional adaptability and rapid mastery of new processes.
- Awarded "Star of the Month" for outstanding performance and contribution to team goals.
- Received the "Silver Award" for best performance at fiscal year-end, acknowledging superior work ethic and results.

Dear Hiring Manager,

I am writing to express my interest in the Senior Accountant position listed on LinkedIn, bringing over 9 years of comprehensive experience in financial reporting, audit management, and strategic financial planning. My background, as detailed in my resume, aligns closely with the qualifications you are seeking, making me confident in my ability to significantly contribute to Dynamic Finance Corporation.

At my current role with NIDUKKI TRADING COMPANY in Bahrain, I have successfully managed financial reporting, audit coordination, and strategic planning efforts, demonstrating my ability to work with advanced accounting software such as Tally ERP9, SAP, and Microsoft Excel. My efforts have directly contributed to enhanced operational efficiency and financial integrity within the organization. My commitment to achieving audit compliance and guiding teams toward meeting financial objectives has been recognized through various awards and commendations.

I am particularly drawn to this opportunity at Dynamic Finance Corporation because of your commitment to innovation and excellence in financial services. I am eager to bring my background in complex financial analysis and strategic planning to your team, contributing to the continued success and growth of your organization. Thank you for considering my application. I look forward to the opportunity to discuss how my education, experience, and skills will be beneficial to Dynamic Finance Corporation. I am available at your convenience for an interview.

Your Sincerely,

Abu Thahir