



## FAJR JOHAR ACCOUNTANT

### Details

DUBAI, UAE

Phone: +971 552144034  
+971 529326624  
fajarjohar3@gmail.com

### Education

Bachelor of Commerce Accounting and Finance  
Calicut University  
2016

### Languages

- English
- Hindi
- Malayalam
- Arabic

### Software

- Oracle
- Flotilla
- Xero
- Tally ERP 9

### Personal Info

Nationality : Indian  
Gender : Male  
Passport : T2375879  
Visa details : EMPLOYMENT VISA

## Profile

Highly skilled and detail-oriented finance professional with extensive experience as an Accountant, Accounts Executive, and Forex Cashier. Demonstrated expertise in financial reporting, account reconciliation, and cash management, with a proven track record of delivering accurate and timely financial information. Adept at managing major accounts, analyzing financial data, and fostering strategic relationships with clients and suppliers. Experienced in handling high-volume transactions and working within tight deadlines in fast-paced environments. Committed to enhancing operational efficiency, ensuring compliance with regulatory requirements, and contributing to organizational success through exceptional financial oversight and customer service.

## Experience

### ACCOUNTANT

AIRLINK INTERNATIONAL UAE-Dubai-UAE

2019 – Currently Employed

- Manage and oversee daily accounting operations, including accounts payable and receivable, general ledger entries, and bank reconciliations.
- Spearheaded and coordinated with a network of 260 general and supplier accounts, and streamlined invoicing and accounts payables procedures.
- Maintained effective cross-functional coordination with 4 internal teams, viz. Pricing, Sales, Air/Sea Freight, and Warehouse department.
- Coordinate with internal and external auditors during financial audits, addressing inquiries and providing necessary documentation.
- Optimized cash inflow processes through improved billing and submission of customer statements.
- Facilitated documentation for financial audits and P&L statements, and submitted reports to Controller.
- Evaluated eligibility of customer profiles based on collection metrics, and advised the Finance Manager & Senior Management accordingly.

### ACCOUNTANT

FIRST FLIGHT COURIER MIDDLE EAST LLC UAE

2017 – 2018

- Analysed accounts for delinquencies and other ongoing issues, identifying and resolving discrepancies to ensure accurate financial records.
- Managed a major accounts portfolio, overseeing large-scale financial transactions and maintaining detailed account records.
- Developed strategic relationships with key suppliers and clients, fostering profitable business initiatives and enhancing company partnerships.
- Deepened customer relationships through attentive service and a thorough understanding of client needs, resulting in increased customer satisfaction and retention.
- Generated and issued invoices upon receipt of billing information, and diligently tracked collection progress to maintain cash flow.
- Assessed data and information to verify accuracy in entry, calculation, and billing codes, ensuring precision in financial reporting.
- Completed bi-weekly payroll for company employees, managing payroll processing and ensuring timely and accurate salary disbursements.

## Professional Skills

- Financial Reporting
- General Ledger Management
- Account Reconciliation
- Budgeting and Forecasting
- Tax Preparation and Compliance
- Accounts Payable/Receivable
- Cash Flow Management
- Financial Analysis
- Revenue Recognition
- Bookkeeping
- Financial Statements
- VAT Compliance
- Bank Reconciliation
- Internal Controls
- Payroll Processing

## FOREX \_CASHIER

Lulu International Exchange Abu Dhabi UA E

2016 – 2017

- Carried out day-to-day accounting duties accurately and efficiently, ensuring smooth operations and timely financial processing.
- Demonstrated respect, friendliness, and a willingness to assist colleagues and clients, fostering a positive and collaborative work environment.
- Worked flexible hours, including nights, weekends, and holidays, to meet the demands of the business and ensure continuous operational support.
- Proven success in working within tight deadlines and a fast-paced atmosphere, managing multiple tasks and priorities effectively.
- Mentored new team members on accounting software operation, customer service strategies, and organizational goals, contributing to their professional development.
- Completed inventory counts and managed merchandise orders, ensuring accurate stock levels and timely procurement of supplies.

## Declaration

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

FAJR JOHAR