

ALTHAF CK

Al Tawun, Sharjah, UAE

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PROFESSIONAL SUMMARY

Accountant with over 4 years of experience in financial operations, compliance, process optimization, and month-end closings. Proficient in financial reporting, AP/AR management, budgeting, data analysis, and general ledger reconciliation to support decision-making. Expert in SAP S/4HANA, and Advanced Microsoft Excel consistently improving efficiency, accuracy, and regulatory compliance.

PROFESSIONAL EXPERIENCE**Accountant**

Gala Management Office (Nesto Group), Sharjah, UAE

August 2023 – Present

- Verify and process vendor invoices, ensuring compliance with internal controls and policies.
- Manage electronic payments, check disbursements, and reconcile vendor accounts accurately.
- Prepare purchase orders and maintain detailed fixed asset records.
- Record recurring journal entries, including prepaid expenses like rent and trade licenses, to support financial accuracy.
- Perform bank, intercompany, and credit card reconciliations, ensuring seamless monthly closing processes and accurate financial reporting.
- Generate revenue invoices to support timely financial operations.
- Develop dashboards and financial reports, including gross profit analysis, using Power BI.
- Monitor and record employee visa and administrative expenses to support budgeting.

Accountant

Nesto Hypermarket, Hi-lite Mall, Calicut, India

March 2022 – March 2023

- Analyzed financial data to prepare performance reports for management decision-making.
- Managed profit and loss statements to enhance profitability.
- Maintained vendor and client relationships to support sales growth.
- Recorded expenditures and generated financial reports using SAP for audit readiness.
- Verified GRN, matching purchase orders and invoices for accurate vendor payments.
- Posted GRN in SAP to update inventory and ensure stock accuracy.

- Performed three-way matching of purchase orders, GRN, and invoices to ensure compliance.
- Ensured compliance with legal and financial standards for audit processes.
- Managed cash transactions, banking, and petty cash for operational efficiency.
- Tracked budgets to ensure financial accuracy and support planning.

Accountant cum Cashier

Al Madeena Supermarket, Kerala, India
September 2018 – January 2022

- Prepared financial statements and reconciled transactions to ensure accuracy.
 - Maintained compliance with accounting standards and internal policies.
 - Managed cash transactions and prepared daily cash summaries for reporting.
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TECHNICAL SKILLS

- ERP Software: SAP S/4HANA (Finance, Controlling, Material Management), Tally (ERP9, Prime), Microsoft Dynamics
 - Analytics and Tools: Microsoft Excel (Advanced Functions, Pivot Tables), Microsoft Power BI, Business Intelligence Tools
 - Productivity Tools: Microsoft Office (Word, Outlook, PowerPoint)
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PROFESSIONAL SKILLS

- Financial Reporting
 - Accounts Payable and Receivable
 - Budgeting and Forecasting
 - Data Analysis and Visualization
 - Regulatory Compliance
 - Internal Controls
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EDUCATION

Master of Commerce (Pursuing)
Aligarh Muslim University, Uttar Pradesh, India

Bachelor of Commerce (Islamic Finance)
University of Calicut, Kerala, India
2015 – 2018

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Malayalam (Fluent)