

To achieve a challenging position in the field of **Finance & Accounting** in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

CORE COMPETENCIES

Teamwork

Communication Skills

Self-motivated

Leadership

Organization skills

Time Management

Work Ethic

Supervision

Accounting skills

Problem solving & Analytical skills

hardworking

Business awareness

EMPLOYMENT CHRONICLE

ACCOUNTANT | 15 Dec 2021 – Present

AL BARAQ LUBRICANT MANUFACTURING LLC

Umm Al Quwain, UAE

- Accounts receivable and payable,
- Purchase invoice handling , reporting and LPO management
- Bank reconciliations and Strictly Monitoring the schedule of Post-Dated Cheques issued and received. Handling cash and bank balances.
- Cheque preparation, preparing and monitoring cash flows
- VAT filing, Export coordination and documentation. Providing pro forma invoices and preparing cost sheets for order management
- Payroll management, Expense reporting. Petty cash management.
- Controlling and Monitoring of Accounts receivables and Payables
- Prepare variance report for expenses over budget and other financial Reports P&L, Balance Sheet, etc
- Financial Reporting to senior managers.
- Work with auditors and conduct internal auditing

ACCOUNTANT | 01 Jul 2019 – 20 Sep 2021

SS GOLD AND DIAMONDS LLP,

Kozhikkode, kerala

- Complete responsibility of managing the accounts department, financial reporting, and preparation of internal and external financial statements, cash flow statements, budgeting etc. Supervision and controlling of various tasks assigned to subordinates and submitting to the management within the time frame
- Carry out daily fund analysis within the divisions and reconciliation of company's bank accounts.
- Analysis and Review of Various job costing and management reports
- Analysing the stock ledger with ageing reports and submitting
- Gather and monitor financial data (e.g., sales revenues and liabilities)
- Prepare monthly, quarterly, and annual statements (balance sheets and



JAFAR ALI
ACCOUNTANT

CONTACT

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Dubai-UAE

ACADEMIC CREDETIALS

MBA | 61%

- Bangalore University

BACHELOR OF COMMERCE | 60%

- University of Calicut

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

TRAINING CERTIFICATES

- Quick book
- Tally ERP
- Gulf vat
- Peachtree
- MS Excel

ACCOUNTANT | 01 Jun 2013- 30 Aug 2014

AR JEWELLERY

Tanur, kerala.

- Prepare financial statements, GST and tax preparation and internal auditing
- Gather and monitor financial data (e.g., sales revenues and liabilities)
- Prepare monthly, quarterly, and annual statements (balance sheets and income statements).
- Organize internal audits.
- Set and track sales account targets, aligned with company objectives
- Monitor sales metrics (e.g., quarterly sales results and annual forecasts)

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 11/05/1992
Nationality : Indian
Marital Status : Married
Religion : Muslim
Permanent Address : Uroth parambil house, Pariyapuram post
Tanur, Malappuram, Kerala, India
Pin: 676302
Present Address : Apartment 415A, Diamond Views 3,
Jumeirah Village Circle, Dubai-UAE

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

JAFAR ALI

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★
Tally ERP ★ ★ ★ ★ ★
BasicOperations ★ ★ ★ ★ ★
Internet & Email ★ ★ ★ ★ ★
Typing ★ ★ ★ ★
~ ~ ~ ~ ~ ★ ★ ★ ★ ★

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Spanish
- Arabic

PASSPORT DETAILS

Passport No : P 8688733
Date of Expir : 23/03/2027
Date of Issue : 24/03/2017
Placeof Issue: Malappuram

INTERESTS

  
Songs Travelling Social Networks

REFERENCE

- Available upon request