



MUNAVVAR RAMANALUKKEL

Accountant



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*Extensive experience in spearheading the entire **Finance & Accounts Operations** with focus on achieving business growth objectives within turnaround & rapid changing environment, targeting senior-level assignments*



Key Skills

- 8 years of experience as an Accountant in Abu Dhabi.
- Qualified with a Degree in Commerce (B.Com.).
- Excellent communication skill in English, Hindi & Malayalam.
- Excellent Knowledge in Accounting & Cargo Handling.
- Managing company Accounts.
- Ensure all petty cash handling, secure approvals and reimbursements.
- Dealing Input & output Tax with Tax Authority.
- Preparation and input of month end journal vouchers.
- Work in LC Payments I.e...Preparing of Checklist & Amendment etc.
- Review LPOs and ensures that all required approval and documents are complete such as material request, quotation and justification note.
- Review invoices from suppliers and contractors, and ensure that the figures are balanced with LPO and contract terms and condition.
- Performs any extra task assigned by the group Finance Manager/Project Managers.
- Complete information for internal and external Auditors as reports.



Work History

2014-04 - 2022-02

Accounts

Al Dhabi Contracting LLC, Abu Dhabi, UAE

..... 8 Years

- Financial operations monitoring (payroll, invoicing, transactions)
- Financial statement preparation
- Prepaid expense compilation and reconciliation
- Bank, credit card, and intercompany reconciliations
- Internal control development and evaluation
- Financial statement analysis and variance reporting
- Supplier payment management

2012-09 - 2014-02

- Timely tax payment and reconciliation
- VAT tax filing (UAE)

● **Accountant & Cargo Operation**

JET FRIEGHT LOGISTICS PVT LTD, Calicut, Kerala. India **2 Years**

- Managing Company Accounts
- Ensures proper documents like BL, Commercial invoices and Packing list as per Standard Custom Code for temporary movement of shipment and timely clearance of shipment.
- Successfully manager custom inspection for all the shipment purchased in the past in the Free Zone area and clear custom inspections



Education

● **Bachelor of Commerce (B. Com)**

Eastern Institute of Integrated Learning Management(EIILM)



Certifications

- IATA/FIATA Cargo Introductory



Software Skills

- TALLY 9 ERP, PEACH TREE, QUICK BOOKS
- MS EXCEL, WORD, POWER POINT



Languages

- ENGLISH
- HINDI
- MALAYALAM



Additional Information

- Visa Status: UAE Residence Visa Valid till 2024
- Date of Birth: 12-02-1988
- Nationality: Indian
- License: UAE Driving License

2009-04 - 2011-04