

Contact

United Arab Emirates
0521650414 (Home)
farookkallan508@gmail.com

www.linkedin.com/in/umer-farook-833387168 (LinkedIn)

Top Skills

Purchasing Processes

Billing Process

Customer Engagement

Umer Farook

Experienced Accountant with a Decade of Expertise in UAE's Financial Landscape | Committed to Precision, Integrity, and Driving Business Success.

Abu Dhabi Emirate, United Arab Emirates

Summary

Highly experienced Accountant with a decade of UAE-based expertise. Proficient in Reconciliation, Payroll, Accounts Payable and Receivable, Financial Statements, and Audit Assistance. Adept in maintaining meticulous financial records, ensuring compliance, and offering valuable management support. Detail-oriented and result-driven, committed to optimizing financial operations for organizational success.

Experience

Al Sanawbar School

Account Executive

November 2022 - April 2023 (6 months)

Abu Dhabi Emirate, United Arab Emirates

Prepare financial reports to help management make strategic decisions by using accounting principles

such as double-entry bookkeeping and accrual accounting. Monitor student fees collection and follow up with students and parents

Establish and maintain systems for cost-sensitivity analysis and early warning of cost-overruns

Manage admin work such as issuing letters and emails, purchasing orders, etc. Handle general office management duties, including managing correspondence, scheduling meetings, and maintaining office supplies

Maintain accurate and up-to-date financial records and transactions

Assist with accounts payable and accounts receivable, including invoicing, reconciliation, and

collections. Conduct periodic audits to ensure compliance with financial regulations and company policies. Prepare tax returns and other financial documents

Supervised end-to-end recruitment across the School including sourcing, screening, interviewing, and

onboarding process

Emirates Farm For Livestock & Agricultural Production L.L.C

General Accountant

November 2021 - April 2022 (6 months)

Abu Dhabi, United Arab Emirates

Organized 75 employees&; monthly salaries and oversees the management of material requests, purchase orders, accounts payable and receivable

Helped with bank reconciliation, office administration, inventory management, and MIS reporting Functioned on all aspects of a farm's financial management, including tax, and other financial issues software

Monitored agribusiness while creating a detailed plan, as well as advise you on current schemes that you could benefit from in order to be more tax efficient

Handled the basics - entering income and expense data, writing tax reports, and updating company

Al Rahba International Trading L.L.C

Senior Accountant

September 2018 - December 2020 (2 years 4 months)

Abu Dhabi, United Arab Emirates

Handled department accounts, operations, VAT preparation, MIS, bank reconciliation, and collecting department activities, including LPOs, within the purview of the department.

Authorized the final payroll computation based on employee time sheets; utilizing data from several company departments, created correct quotations, invoices, payment slips, and purchase orders.

Implemented the FIRS system, deal with imported goods, deliver mail, write reports, deal with PR difficulties, and keep up a positive connection with the media.

Served as the company's primary contact with different banking and financial institutions to enable open communication.

Functioned on advanced accounting, tax, and reporting tasks, including derivative contracts and inventory.

long-term purchase sale arrangements, deferred tax accounting, lease accounting, and preparation of financial statements under IFRS.

UAE Embassy - New Delhi

Senior Accountant

August 2016 - October 2017 (1 year 3 months)

Delhi, India

Accountable for overseeing the operations of all personnel working under the finance department.

Overseen the accrual & reporting of bank statements, ledgers, and monthly, quarterly, and yearly reports.

Examined bank statements, payment, and financial records to spot inconsistencies and reconcile mistakes.

Managed payroll, time sheets, and payments for the consulate, making sure that all accounts were closed, the GST was prepared, and budgets were created.

Provided the consulate's director with the Tarasul system's legal and budgetary requirements for diplomatic personnel.

Delivered audit support, controlled monthly bank transactions, monitor authorized account reconciliation and review general ledger accounts routinely.

Infinity Services Abu Dhabi, UAE

Account Executive

June 2010 - August 2016 (6 years 3 months)

Abu Dhabi, United Arab Emirates

Administered the pension and benefit funds for local workers and oversaw the time sheet calculations,

payment accuracy, and WPS system for more than 50 employees.

Created and managed vouchers for business occasions, accomplishments, and celebrations while routinely reviewing financial records and reporting inconsistencies to lead.

Promoted the brand image of the firm through partnerships, PR activations, spokesperson roles, and advertising.

Handled ledgers, invoices, and customer statements while managing calls, travel plans, and inquiries.

Prepared journal entries, synthesize common ledger for subsidiary accounts, reconcile bank/debtors/creditors accounts, designed audit schedules, and support internal expense safekeeping

Education

Bits Computer Education

Diploma In Financial Accounting, Financial Accounting · (2008 - 2009)

Calicut University, Thenhipalem, Malapuram

Bachelor's degree, Commerce · (2005 - 2008)

