

UMAR ALI

ACCOUNTS. ASST | HR. ASST | CORPORATE OFFICER



Umar0100dot@gmail.com



Abu Dhabi, UAE



971 52 889 0719



[mohammed-umar-8263b0134](#)



PROFILE

A seasoned and results-oriented Corporate Officer with a proven track record of driving strategic initiatives, optimizing operational efficiency, and delivering sustainable growth. Dedicated and detail-oriented individual with a strong foundation in accounting principles and financial analysis. Seeking to leverage my skills in bookkeeping, data analysis, and financial reporting to contribute to the accuracy and efficiency of the finance department. Committed to maintaining the highest ethical standards and continuously improving my knowledge in the field to support the organization's financial success



SKILLS

- Microsoft Excel
- Analytical Skills
- Communication Skills
- Time Management
- Continuous Learning
- Book keeping & Cashiering
- Record Keeping
- Customer Service
- Teamwork



EDUCATION QUALIFICATION

Bachelor OF ARTS (Hons) In International Business Management

Staffordshire University, UK (Offered by APIIT SL)- 2018



LANGUAGES

English: Advanced
Tamil: Advanced
Sinhalese: Advance
Hindi: Intermediate
Malayalam: Beginner



PERSONAL INFORMATION

Full Name: Liyakath Ali Mohamed Umar Ali
Date of birth: 23rd May 1996
Visa Type: Employment Visa
Marital Status: Single
Nationality: Sri Lankan
UAE driving license- On Process



WORK EXPERIENCE

Traffic Control Assistant

United Security Group- Abu Dhabi, UAE

Sep 2022 – To date

Key Roles & Responsibilities

- Direct vehicles and pedestrians at intersections, crosswalks and other designated area.
- Monitor and manage traffic flow during busy hours.
- Ensure compliance with traffic rules and regulations.
- Prepare reports on traffic-related activities
- Effectively communicate with drivers, pedestrians, and other traffic control personnel.
- Promote and enforce safety standards to prevent accidents and ensure the well-being of road users in location.

Accounts Cum HR Assistant

Calorie Counter - Colombo, Sri Lanka

Jun 2018 – Jul 2022

Key Roles & Responsibilities

- Maintain accurate financial records by recording transactions in the general ledger.
- Process accounts payable and accounts receivable transactions. (Releasing & Receiving Cheques, Invoices and bills)
- Reconcile bank statements and other financial accounts regularly.
- Assist in the preparation of cash flow statements.
- Cross verifying tax invoices with delivery notes.
- Assist in the month-end and year-end closing processes.
- Review and process employee expense reports. (Fuel & Telephone bills)
- Monitor and control expenses to ensure they align with the budget.
- Maintain up-to-date financial records and documentation.
- Ensure compliance with accounting standards, company policies, and regulatory requirements.
- Assist in developing and maintaining internal controls.
- Recording overtime, authorized and unauthorised leaves.
- Creating Memo and taking down minutes of meeting.
- Tracking and validating employee attendance.
- Responsible for opening the salary account of new employees and resolving the issues related to it.