

ABDUL JALEEL – PROFESSIONAL ACCOUNTANT



ABDUL JALEEL

Phone Number: +971 –55 8045626

Email Add: abduljaleelp430@gmail.com

Valid UAE Driving License

Accounting professional with over 15 years of experience, possesses multiple skills covering many financial areas such as Treasury, forex, AED local funding, international dollar funding, cost control principals, ledger analysis, financial statements, auditing practices, taxation and economic regulations. Performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports.

KEY SPECIALITIES

- | | | |
|------------------------|-----------------------|-------------------------|
| • Financial Accounting | • Process Improvement | • Financial Analysis |
| • Financial Management | • Credit Control | • Financial Planning |
| • Fund Management | • Corporate Finance | • Financial Controlling |
| • Book Keeping | • Payroll Systems | • Internal Auditing |

GENERAL KNOWLEDGE & ABILITIES

- Central Bank FTS funding and Central bank wps verification
- Swift funding and messages, MT 202, MT103, MT199, MT300, MT 299 etc.... checking and authorisation
- ADCB, ENBD, ADIB etc.... local bank Fund transfer(through swift and bank Network portal) to Central bank and dollar purchase
- Funding, Forex dealing, Treasury Dealing, wps funding, CB FTS, CB WPS Checking and authorisation
- AED funding, Telex transfer, corporate funding, remittance funding, swift and Central Bank funding verification
- Operations, services and activities of general accounting program.
- Principles and practices of accounting, general ledger, book keeping, Auditing and audit procedures.
- Funding, remittance process, remittance laws, forex and treasury management.
- Corporates and agents accounts verification
- Methods, techniques of analyzing MIS.

PROFESSIONAL EXPERIENCE

ACCOUNTANT Funding –Operations

July 2013 to present

Al Ansari Exchange & Co. Dubai, UAE

- Central Bank FTS (UAEFTS) funding authorisation and Central bank wps(UAEWPS) final authorisation
- Swift funding and messages, MT 202, MT103, MT199, MT300, MT 299 etc.... checking and authorisation
- ADCB, ENBD, ADIB etc.... local bank Fund transfer(through swift and bank Network portal) to Central bank and dollar purchase
- Central bank fund allotment for Central Bank Overnight fund deposit facility (ODF)
- Central Bank fund allotment for both (direct and third party) credit card funding
- Central Bank wps fund allotment.
- Central bank and local bank fund controlling, monitoring and transferring internally
- Funding of dollars to international banks for forex and treasury purchase
- Funding to Central bank, local banks and international banks for treasury purchase and fcy imports
- ADCB PROCASH Portal-dollar purchase fund allotment and Fund transfer to Central bank
- ENBD Smartbusiness portal –checking, fund transfer and authorisation
- Corporate AED funding collection checking and authorisation for FTS transfer
- Swift checking and final verification
- Swift funding authorisation for forex purchase and treasury purchase
- Central bank monitoring and authorisation FTS funding
- ADCB, ENBD, ADIB etc.... checking, controlling and monitoring both (AED and USD) inward funding from agents and International banks

ABDUL JALEEL – PROFESSIONAL ACCOUNTANT

- Swift funding to agents and banks for treasury and forex
- ADIB Travel card Funding.
- Central bank FTS Integrated AED Payment Order Creation and Processing
- Controlling and monitoring banks and agent accounts to make sure funding are done properly
- Preparation of various Reports
- Ensure financial transactions are performed in compliance with company policies.
- Apply accounting principles to analyze financial information; verification as per AML policy.
- Checking and monitoring various agents and bank accounts
- Controlling the credit limits of various agents
- Verify inward remittances from branches and generating payment orders for various correspondent banks.
- Prepare of various MIS reports; expense / income analysis and comparison.
- Prepare accurate and timely financial management reports and statements.
- Perform accounting functions such as revenue and asset accounting, payroll and cost analysis.
- Manage book-keeping and financial systems. Provide advice on revenue and expenditure trends and financial commitments.

BRANCH ACCOUNTANT

October 2009 – July 2013

Al Ansari Exchange & Co. Dubai, UAE

- Highlight areas of concern with financial controls within the branch network, making recommendations for improvements and, where directed, working with internal audit to rectify internal control weaknesses.
- Ensure daily verification and reconciliation of teller proof report.
- Monitor and control currency stock position.
- Prepare inter branch account reconciliation statement.
- Ensure financial rules and policies are being followed. Observe Money Laundering in application and flag suspicious finding to auditors.
- Analyse branch accounts for the branch accounts sign off meetings to auditors and executive management

ACCOUNTANT – Reconciliation

April 2008 – October 2009

Al Ansari Exchange & Co. Dubai, UAE

- Monitor daily drawings of respective banks & submit daily funding reports for various accounts to treasury.
- Prepare bank reconciliation statements of various banks / agents on daily, weekly and monthly basis.
- Reconcile correspondent accounts & ensure all transfers are charges on account and ensure funding transaction are omitted by bank.
- Prepare letter to banks / agents for rectification of wrong charging.
- Prepare weekly, monthly and quarterly reports.
- Follow ups and keeping connections with bank and agents.

ACCOUNTANT

February 2007 – March 2008

KVR Bajaj, Kerala, India

- Book-keeping, recording the transactions and maintaining of daily cash and ledger books.
- Daily transaction of petty cash and bank payments, daily cash deposits, collection from debtors.
- Compile and analyze financial information to prepare monthly reports and annual financial statement in compliance with accepted policies and procedures.
- Perform general financial analysis, revenue forecasts and evaluate any possible financial risks.

AUDITOR

February 2006 – January 2007

Ram Mohan Chartered Accountants & Co., Thrissur, Kerala, India

- Audit day book, cash book, bank book and journals to ledger, profit and loss A/C and balance sheet.
- Verify payroll, bank passbook, balance stock (physical & list), cash at bank, P&L and balance sheet with sufficient document and voucher.
- Initiate feedback, strategic recommendations and financial review to ensure high level of understanding between firm managers.

EDUCATION

BACHELOR OF COMMERCE 2002-2005 – UNIVERSITY OF CALICUT, KERALA – INDIA

MS Office, NIIT (computerised Accounting Packages), Tally,

UNITED NATIONS E CERTIFICATION ON AML & COMPLIANCE-counteracting the financing of the proliferation of WMD

UNITED NATIONS E CERTIFICATION ON AML & COMPLIANCE-Money laundering and cross border transportation of cash

REFERENCES AVAILABLE UPON REQUEST