ARSHAD ABDUL VAHEED



ACCOUNTANT

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PROFILE

I'm young, energetic and keen to learn. I aspire to be part of a professional team within a reputed organization, where I can put my skills and knowhow to achieving the organizational goals, while at the same time learning and developing new skills and grow with the organization.

PROFESSIONAL EXPERIENCE

09/2020 - present **BANIYAS EXCHANGE** ABU DHABI, UAE SENIOR ACCOUNTANT Currently Working as Senior Accountant at Baniyas Exchange, is a reputed exchange house located in Baniyas East, Abu Dhabi from September 2020. Responsibilities • Daily Banks & Correspondence Reconciliation Preparing monthly and annual accounts Preparing and posting journals • Corporate Remittance Accounts Payable Monthly Reconciliation and Finalization of Accounts • Using Symex.net system to keep records and create payments. • Daily cash flow reporting to GM • Daily Cashier Audit. Reviewed budgets and communicated discrepancies to senior management **ARABIAN EXCHANGE CO** 01/2015 - 10/2019 ABU DHABI, UAE ACCOUNTANT Worked as an Accountant for Arabian Exchange Co., a well-known business conglomerate, from January 2015 to October 2019, located at Liwa Street, Abu Dhabi. Responsibilities • Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations. • Reconciled accounts and reviewed expense data, net worth, and assets. • Used advanced software to prepare documents, reports, and presentations. • Evaluated and improved financial records to make important business decisions. **RR DONNELLY** 04/2011 - 12/2014 SENIOR DOCUMENT SPECIALIST TRIVANDRUM, KERALA, INDIA Worked as Senior Document Specialist in RR DONNELLEY India Outsource Private Limited, Technopark Trivandrum. Preparing Financial Reports of US based companies for SEC filing. EDUCATION

03/2005 - 06/2009BATCHLOR OF COMMERCE (B COM)TRIVANDRUM,KERALA UNIVERSITYKERALAStudied in University Institute of Technology and Graduated in B Com in 2009 from
Kerala university with Second Class.

HIGHER SECONDERY SCHOOL

06/2003 – 05/2005 TRIVANDRUM, KERALA

KERALA EXAMINATION BOARD Completed Higher Secondary Education from Thonnakkal Govt Higher Secondary School

SKILLS

SOFT SKILL

Team player, determined and quick learner with selfmotivation and passion to succeed.

Good Interpersonal and communications skills, with moral values, trustworthiness, and professional approach at work.

Ability to maintain effective working relationships, and situation management skills.

Loyal and sincere towards work, responsibilities and seniors.

COMMUNICATION SKILL

Excellent communication skills and ability to present complex information in an easy to understand format

SOFTWARE SKILL

 Expert in major Accounting software like SYMEX ONLINE, TRAX ONLINE, TALLY ERP etc.
Certified in MS Office.

S LANGUAGES		
ENGLISH	• • • • • ARABIC	
MALAYALM	•••• TAMIL	• • • • •
HINDI	$\bullet \bullet \bullet \bullet \bullet$	
AWARDS		
01/2012	MOST PROMISING PERFORMER OF THE MONTH RR DONNELLY	
06/2013	PERFORMANCE EXCELLENCE AWARD RR DONNELLEY	

PROFESSIONAL HIGHLIGHTS

- Efficient and organized professional with 8 years (6 yrs. Gulf) of experience in accounting field.
- Expertise in Accounts Payables, Receivables, and Financial Accounts.
- Preparation & Review of Income statement, Balance Sheet, Cash Flow Statement.
- Preparation & Review of Bank Reconciliation, Accounts Payable & Accounts Receivable Reconciliation.

- Reconcile Department, Business Unit, or company ledgers or sub-ledgers with or without the use of software programs.

- Experience of working with ERP systems, configuration of modules and financial report designing.
- Excellent with Tally, Symex.net and other financial software.
- Expertise to work on VAT.



IAB CERTIFIED

Diploma In Indian and Foreign Accounting (DIFA) from IAB (International Association of Book-Keepers) on April 2011

TALLY FINANCIAL ACCOUNTING PROGRAM Certified in Tally Financial Accounting Program volume I-IV from Tally Academy

DECLARATION

I hereby declare that the above given particulars are true to the best of my knowledge and belief.

ARSHAD ABDUL VAHEED RAMLA BEEVI