



ALHAR ASHRAF

DUBAI-UAE

MOBILE NO: +971 56 773 1629

E-MAIL: puthiyapurayilalhar@gmail.com

Position Applied: Accountant

▪ Summary

- 12+ years of working experience in Accounting and Finance at Dubai, U.A.E
- Graduate in Accounting; Diploma in Computer Science and Accounting Softwares
- Proficiency in handling Value Added Tax (VAT); Has the ability to work with enterprise softwares of **Microsoft** and **SAP**

CAREER HISTORY

Fairway General Trading LLC (Dubai) : **September 2006 till date**

Position : **Accountant**

- Handled efficiently functions relate to Accounts Receivables, Accounts Payables, General Ledger, General Cashier, Inventory Accounting and Asset Accounting.
- Ensured all required internal controls and auditing procedures are implemented in the process of recording expenditure and revenue transaction posting in system.
- Prepared periodic VAT return form and submitted tax payment to Federal Tax Authority. Ensured all tax liabilities are paid on due time.
- Preparing monthly reports to head office. Reconciling books of accounts, passing closing journals, preparing monthly balance sheet reconciliation statements. Review financial transactions in branches and take necessary actions in case of finding wrong/fraud practices.
- Examined Bank statements and reconciled with general ledger entries. Maintained correspondence with Banks to get the required facilities.
- Conducting control procedures defined in audit check list. Monitored day to day financial transaction postings. Worked as general cashier. Maintains Fixed Asset Register; Inventory Register. Verifies physical stock with system at frequent intervals.
- Assisted Finance Manager for preparing Budgets, Forecasts, Cost Control and Variance Analysis statement. Conducted Stock counting in branches at each selected period and Reconciled Physical stock with System Inventory.
- Assisted Finance Manager for submitting annual Financial Reports to the shareholders. Ensured timely dispatch of all the required financial reports to the Head Office.
- Conducted periodic system closing activities. Arrangement has been provided to Auditors to conduct the audits smoothly and efficiently.

Reporting to: Finance Manager

S & Co. Wood Industries (India) : **January 2002 to May 2006**

Position : **Assistant Accountant**

- Preparing Journal vouchers, posting to the system. Daily Reporting to Head office. Prepares Payrolls and distribution of Salaries. Spot checking to manufacturing units, construction sites and warehouse for monitoring stock and machinery movements.
- Assist Finance Supervisor for Financial Reporting. Submit detailed Billing Statement to clients for passing payments as per contract; Follow up and collection of payments before due date.
- Prepared Payroll statements and timely distribution of payroll; prepared Audit Schedules, Ageing Analyze reports, Stock Movement Analyze report;
- Maintained efficient correspondence with Customers, Vendors, Banks and other Service providers of the company.

Reporting to: Finance Supervisor

EDUCATIONAL QUALIFICATION

Bachelor's Degree : University of Calicut Kerala, 2001

COMPUTER LITERACY

- Accounting package- "MY COM", Tally, Decease, QuickBooks
- Diploma in Computer Science (LBS), Kerala
- MS Windows XP, MS Word XP, MS Excel XP, MS Power Point

TECHNICAL QUALIFICATIONS

- Typewriting (English) passed (50WPM) from Government of Kerala, India.

LANGUAGES

- Fluent in English, Hindi and Malayalam.
- Can handle correspondence from Customers, Vendors

PERSONAL STRENGTH

- Sincere, Diligent, Hardworking and proactive team player.
- Maintains positive attitude towards learning, commitment to long term career growth.
- Ability to work under pressure, can handle assignments independently.

PERSONAL DETAILS

Date of Birth	:	October 28, 1981
Visa Status	:	Visit Visa (valid until 14 th February 2022)
Joining Status	:	Immediate
Nationality	:	Indian (Passport # T8522972)
Driving License	:	Valid Indian driving license
Hobbies	:	Reading, Playing Soccer
Marital Status	:	Married with three children