



# ABU SUFIYAN.S

## ACCOUNTANT

### PROFILE

Accurate and detail-oriented accounting graduate with a passion for numbers. Proven ability to work independently and as part of a team. Seeking an entry-level accounting position where i can utilize my skills and knowledge to contribute to the success of a company.

### WORK EXPERIENCE

**RHM - Restaurant and Hotel Management** **AUG 2023 - PRESENT**  
**WEST BAY LOUNGE, UAE**

#### Accountant

- Matching payments to invoice number or purchase orders.
- Prepare analyses of accounts and produce monthly reports.
- Prepare bills, invoices and bank deposits.
- Prepare input and output reports for submit VAT.
- Collect daily sales cash from all branches.
- Verify discrepancy and resolve billing issues.
- Keep track of all payments and expenditures, purchase orders, invoices and statements
- Pay employees by verifying expenses reports and preparing pay checks.
- Handling supplier payment and continuously improve the payment process.

**ECOM EXPRESS FREIGHT FORWARDING COMPANY** **2022-2023**

#### Associate Operation

- Scanning incoming and outgoing shipments.
- Tracking shipments status updates and sorting.
- Verification of all freight invoices, preparing documentation for shipping.
- Handle safety and delicately the items and products in store.
- Maintain the store area neat and clean.
- Monitoring for smooth supply chain operation for dispatch.
- Coordination of all modes of transportation.

**KC CENTER HYPERMARKET**

**2020-2021**

#### Store keeper

- Receive, Store and Dispatch food items following FIFO method.
- Cross Checking items quantities or invoices and assure accuracy of items received.
- Request to purchase manager for buy.
- Marking GRN and MRN in the system.
- Check all merchandise for expiry and damages.
- Tracking and maintaining inventory level.

### CONTACT

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Electra Street, Abu Dhabi, UAE

### EDUCATION

**2017-2020**

**KERALA UNIVERSITY**

- Graduation in Bachelor of Commerce

**2021-2022**

**IHRD EXTENTION CENTER**

- Diploma in Computerized Financial Accounting

**2021-2022**

**IGNITE SKILL ACCADEMY**

- Diploma in Logistics and Supply Chain Management

### SOFTWARE SKILL

- OMEGA
- TALLY ERP
- MS EXCEL
- MS WORD
- SCADI 2
- ACRO BIS

### LANGUAGES

- English (fluent)
- Hindi (basics)
- Malayalam (fluent)
- Tamil (basics)

**Sales executive**

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.
- Negotiating contracts and packages.
- Builds and maintains relationships with clients
- understands clients needs and addresses concerns effectively.

**SKILLS**

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- Good communication and interpersonal skills.
- Problem solving and hard work.
- Work ethic and loyal.
- Time management, and a great team work.
- Commitment to any work assigned.
- Time management.

**PERSONAL INFO**

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Date of Birth : 31-12-1998  
Gender : Male  
Religion : Islam  
Marital status : Single  
Nationality : Indian  
Visa Status : Employment visa  
Passport No. : T8205125  
Passport issue : 24-07-2019  
Passport Expiry : 23-07-2029

**DECLARATION**

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I ABU SUFIYAN.S, hereby declare that the information furnished above is given by me is true and correct to the best of my knowledge and belief.

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