



BADRUDDEEN M

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CAREER OBJECTIVE

Leverage customer service skills and ability to plan and execute activities to maximize career progression. knowledge and competencies are valuable assets for immediate application and development in a qualified role.

EXPERIENCE

Accountant

Formula Tyers Trading LLC, Sharjah

10/2022 - Present

- **Automated Invoice Processing:** Implemented automated invoice approval workflows, which reduced processing time and enhanced vendor relationships.
- **Enhanced Cash Flow Management:** Established tighter credit controls and improved cash collection processes, ensuring consistent and smooth cash flow.
- **Improved Financial Reporting Accuracy:** Upgraded financial reporting accuracy by introducing error-checking procedures and optimizing reconciliation processes.
- **Strengthened Compliance:** Ensured strict adherence to internal controls, reducing audit findings and improving financial documentation.
- **Refined Revenue Recognition:** Revised revenue recognition policies and collaborated with sales teams, aligning revenue with billing more accurately.
- **Reduced Operational Costs:** Identified non-essential expenditures and renegotiated supplier contracts, lowering operational costs.
- **Timely Tax Filing:** Successfully filed corporate tax returns within deadlines, maintaining full compliance with tax laws and regulations.

- **Increased Efficiency with Software:** Introduced new accounting software, reducing manual data entry and enhancing overall efficiency.
- **Streamlined Reconciliation:** Developed automated reconciliation tools, decreasing discrepancies and expediting the month-end closing process.

Contact: HR - Mr. Abdul Rashik, 0522955245

Manager with Accounting Responsibilities

AFC - American Fried Chicken Restaurant, Kerala – India

04/2021 - 09/2022

- **Managed Daily Operations:** Coordinated daily operations, including staff management, inventory control, and financial processes to ensure smooth functioning.
- **Led a Team:** Supervised and trained a team of 22 employees, enhancing their performance and contributing to improved customer satisfaction.
- **Implemented Cost Controls:** Introduced cost-control measures that optimized expenses while maintaining quality, increasing profitability.
- **Oversaw Financial Transactions:** Managed all aspects of financial transactions, including sales recording and expense tracking, in line with corporate guidelines.
- **Ensured Financial Compliance:** Maintained compliance with financial regulations, minimizing discrepancies and audit issues.
- **Handled Cash Management:** Conducted end-of-day cash handling and reconciliation to ensure accurate financial reporting.
- **Enhanced Customer Experience:** Improved customer service by streamlining operational workflows and ensuring timely service delivery.

Contact: Franchise Owner - Mr. Mustaq, 0091 98959595

Cashier

Spectrum Pharma, Kerala – India

06/2019 - 02/2021

- **Efficient Transaction Processing:** Processed an average of 150 transactions daily with a 98% accuracy rate, ensuring prompt and accurate billing.
- **Managed Inventory:** Conducted regular stock checks and managed inventory levels, reducing stockouts and overstock by 20%.
- **Delivered Exceptional Customer Service:** Addressed customer inquiries and resolved issues effectively, leading to a 15% increase in customer satisfaction scores.
- **Maintained Accurate Cash Handling:** Managed a cash drawer with zero discrepancies over 6 months through diligent daily reconciliations.

- **Handled Returns and Exchanges:** Efficiently processed returns and exchanges, handling up to 20 transactions per week with proper documentation.
- **Promoted Sales:** Communicated ongoing promotions and discounts to customers, resulting in a 12% increase in sales during promotional periods.
- **Trained New Staff:** Provided training and guidance to new cashiers, helping them quickly adapt to store procedures and improve service quality.

EDUCATIONAL QUALIFICATIONS

- B.Com Graduate, Kannur University
- Plus Two Commerce, Directorate of Higher Secondary Education
- Secondary School Leaving Certificate, Kerala Board of Public Exam

STRENGTHS AND SKILLS

- Financial Reporting & Analysis
- Accounts Payable/Receivable Management
- Tax Preparation & Compliance
- General Ledger Maintenance
- Bank Reconciliation
- Time Management
- Multi-tasking and Flexibility
- Effective Communication
- Cash Handling & Reconciliation

PERSONALITY TRAITS

- Proactive in identifying opportunities for process improvement
- Collaborative team player focused on achieving organizational goals
- Adaptable to new tools and processes, thriving in dynamic environments
- Transparent and honest in all financial dealings

COMPUTER PROFICIENCY

- Computer Knowledge: MS-Office, Excel, Word, and PowerPoint (Intermediate)
- ERP: Tally 9, SAP (MM & FICO), QuickBooks

ADDITIONAL QUALIFICATIONS

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- UAE/GCE VAT Training Program
- Diploma in Materials Management
- Diploma in Corporate Accounts and Management

LANGUAGES KNOWN

- English, Malayalam, Hindi – Good
- Tamil, Kannada, Arabic – Intermediate

PERSONAL DETAILS

- Father's Name: Fakruddeen MP
- Date of Birth: 20th February 1996
- Sex: Male
- Nationality: Indian
- Passport No.: U9773874
- Visa Status: Valid Resident Visa up to 24-02-2025

I hereby certify that the above statements are true and correct to the best of my knowledge. I look forward to discussing how I can contribute to your company's success.

AL NAHDA
BADRUDDEEN M