

ABDULLA K.M

ACCOUNTANT

Results-driven Accountant with 1 years of experience in financial analysis, budgeting, and strategic planning. Adept at improving financial performance, streamlining operations, and delivering actionable insights. Proficient in financial reporting, cost control, and compliance. Strong analytical skills with a focus on maximizing profitability and optimizing business processes.



Mobile: +971 566430243

Gmail: adukny@gmail.com

Location: Abu Dhabi

Experience

ACCOUNTANT

02/2022- 09/2023

AT Q ZONE CAR WORLD CAR ACCESSORIES & SPARE PARTS, QATAR

- Day-to-day accounting operations, including managing accounts payable and receivable and payroll
- Reconcile bank statements and ensure the accuracy of financial records.
- Prepare and post journal entries for general ledger accounts.
- Review and verify invoices and expense reports.
- salary processing, including calculating overtime, bonuses, and deductions, updating attendance records, and releasing salaries.
- Maintain and update accounting systems and spreadsheets.
- Prepare and analyze data for costing purposes to support accurate cost allocation and financial planning
- Tracked and managed customer details and other administrative requirements.
- Maintenance of petty cash
- Oversaw preparing and maintaining comprehensive financial documents and records, including balance sheets and profit and loss statements.
- Oversaw Accounts Payable and Receivable, ensuring accurate invoice processing and timely collection of payments.
- Performed regular bank reconciliations to ensure the accuracy and integrity of financial records.
- Preparing financial statements and reports, ensuring accuracy and compliance with accounting stand
- Process and verify invoices and payment approvals to maintain accuracy in accounts payable.
- Conduct monthly account reconciliations to support financial statements.
- Streamline accounting workflows to improve operational efficiency.
- Managed customer communications, resolving billing disputes and payment discrepancies.

- Reconcile cash account statements and ensure the accuracy of financial records

Education

BACHELOR OF COMMERCE (B-COM)

2016

KANNUR UNIVERSITY, India

PROFESSIONL DIPLOMA IN ACCOUNTS AND ADMINISTARTION

Technical Skills

- Tally
- Ms. Word
- Ms. Office Excel
- Outlook
- QuickBooks
- Google sheet

Area of Expertise

- Financial Reporting & Analyzing
- Reconciliation
- Bookkeeping
- Payroll
- Cash flow
- Account payable & Account receivable
- VAT

Soft Skills

- Communication
- Leadership & Teamwork
- Problem-Solving
- Adaptability
- Attention to Detail
- Time Management
- Critical Thinking

Personal Details

Nationality	: Indian
Date of Birth	: 17/06/1995
Visa Status	: Visit Visa
Language	: English, Hindi, Malayalam, Arabic