



MANSOOR M A

ACCOUNTANT

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Dubai, United Arab Emirates

SUMMARY

Detail-oriented Accountant with more than 5 years of experience in managing financial records and performing audits. Proficient in Tally, MS Office and advanced Excel functions. Strong analytical and problem-solving skills with a focus on accuracy and compliance with financial regulations.

EXPERIENCE

Accountant 04/2020 - 10/2024

Cake Me Away Bakery

- Recording financial transactions accurately.
- Updating and maintaining ledgers, journals, and other financial documents.
- Preparation of Financial Statements.
- Identifying areas for improvement and recommending corrective actions.
- Accounts Payable and Receivable.
- Evaluating costs and identifying cost-saving opportunities.
- Offering guidance on financial decisions and strategies.
- Preparation of Monthly and Yearly Reports.
- Bank Reconciliation.
- Purchase of goods and negotiate with suppliers, knowledge of market prices.

ACCOUNTANT 10/2019 - 01/2020

Block Resource Centre Mathilakam ↗

- Preparation of Book keeping. Cash Book, Journal Book, Ledger Book and Bank Reconciliation statement.
- Preparation of manual accounts into Tally software.
- Updating the Report to District office on Every week

Assistant Accountant 10/2016 - 09/2019

CA KT Thomas &Co and ATC&TAX Consultants

- Tally Based Accounting of more than 20 companies with their books of Accounts.
- Preparation of Profit or Loss Accounts, Receipts and Payments Balance Sheets for those companies.
- Preparation of Accounts in tally for Profit and Non Profit Organizations.

EDUCATION

UNIVERSITY OF CALICUT - Bachelor Of Commerce 07/2013 - 04/2016

HIGHER SECONDARY 07/2011 - 03/2013

SKILLS

TEAM WORK	ACCOUNTING SOFTWARES
BUSINESS KNOWLEDGE	PREPARATION OF FINANCIAL STATEMENTS
QUICK LEARNER	GOOD COMMUNICATION
BOOK KEEPING	AUDITING SKILL
MS OFFICE	EXCEL EXPERT

LANGUAGES

ENGLISH	Fluent	ARABIC	Basic
HINDI	Native	MALAYALAM	Native