

ABDUL NAZER

ACCOUNTS MANAGER



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Dubai, UAE



CAREER OBJECTIVE

Dedicated MBA Graduates with energetic, productive finance professional with strong foundation in accounting, finance and business management. 18 Years of UAE experience in accounts up to finalization for the different organization. Management experience includes financial planning and analysis, credit and inventory control management controlling expenditure, improving team performance, ensuring compliance with policies and established practices.

WORK EXPERIENCE

Accounts Manager at AARA Medical Supplies LLC, Dubai, UAE

2015- present

- Preparing and Managing Accounts Receivables and Payables and also credit control.
- Prepare the Monthly Payroll and submission through WPS.
- Prepare the Financial statement like P&L, Balance sheet and Cash flow for the quarterly review to the Management.
- Preparing & Filing Quarterly VAT Return to the Federal Tax Authority.
- Accounts Finalization and Preparing Financial Reports for External Audit.
- Preparing Monthly Bank Reconciliation and allocation of month end provisions.
- Managed timely Staff Visa, MOL Contract & Insurance Renewal without any delay and penalties.
- Managed timely license renewals of Store registration, agency agreements, etc. avoiding penalties and operational delays.

Chief accountant at Masat Gulf Trading, Abu Dhabi, UAE

2010 to 2014

- Reviewing of Bank Reconciliation statements and monitoring the daily bank transactions.
- Verification of Accounting Vouchers, Cash & Bank with Ledgers.
- Managed documentation and approvals for the export of items to various regions in the GCC, Northern Africa, and some Asian countries.
- Monthly Profitability analysis, budgeting and corporate Reporting
- Prepare the Monthly Payroll and submission through WPS.
- Trade Payable and Receivable Management.

- Supervising the General Ledger, Accounts Payable & Accounts Receivables to ensure internal controls and process are running smoothly in accordance with the company policy and procedure.
- Monitoring of routine banking transactions and reconciliations.
- Prepare the Monthly Payroll and submission through WPS.
- Finalization of annual financial statement for Audit
- Managed timely Staff Visa, MOL Contract & Insurance Renewal without any delay and penalties.

SKILLS

Microsoft Dynamic Navision

SAP Business One

Tally, Peachtree & Quick Books Accounting

Microsoft Office Suite (Word, Excel, PowerPoint)

EDUCATION

Master of Business Administration in Finance & HR | ABM Campus, Kerala – 2014 -2016

Bachelor Degree in Commerce | University of Calicut, Kerala | 1995 - 1998

AREA OF EXPERTISE

Accounts Finalization

Cash Management

VAT & Corporate Tax Filing

Payroll Management

Credit Controlling

Reporting & Documentation

PERSONAL DATA

Nationality: Indian

Marital Status: Married

Visa Status: Employment.