



THAFNEES MOHAMED SALIM

Accountant

Results-oriented professional with over 4 years of gratifying experience seeking a position so as to utilize my transferable skills, abilities, and potentials and that will offer me an opportunity for professional growth while being resourceful & innovative.



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Accountant
Eurotek Air Conditioning LLC

Personal Details

Date of Birth:

21st November 1988

Languages Known:

English, Malayalam, Hindi and Arabic

Address: Rashidiya Dubai

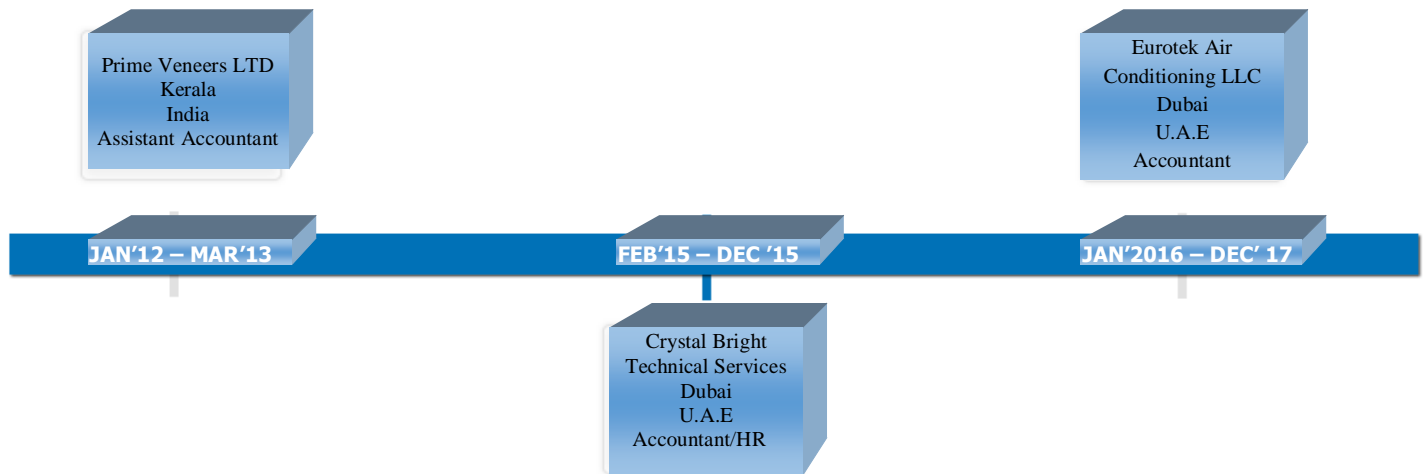
Permanent Address:

Kannur, Kerala
India.

Profile Summary

- Highly accomplished, versatile & respected professional with over **4 years** of extensive accomplishments within diverse environments utilizing exemplary **financial management, analytical, organizational & people skills.**
- Extensive knowledge in **financial reporting, controlling, managing, monitoring and auditing** which covers a variety of industries in and around **UAE**
- Hard working and result oriented, excellent communication & interpersonal skill. Disciplined and well organized personality and Ability to analyze and implement new and beneficial strategies.
- Extensive knowledge in various accounting packages, applications and software. I am easy going by nature & able to work with team to resolve problems.

Career Timeline



Core Competencies

Financial Analysis

Bank Reconciliation

Auditing, Analyzing

Accounts Payable & Receivable

Cash Flow Management + Cash Allocation

Revenue Generation & Profitability

Organizational Experience

- From 2016– '2017: EUROTEK AIR CONDITIONING SERVICES LLC- DUBAI-U.A.E
(As Accountant)
- From 2015 – '2015: CRISTAL BRIGHT TECHNICAL SERVICES LLC.DUBAI-UAE
(As Accountant-cum-HRAdministration)
- From 2012 – '2013: PRIME VEENEERS LTD, INDIA
(As Accounts Assistant)

Managerial Skills/Major Tasks Handled

- ▶ Day to Day Transactions, All Journal Entries Booking.
- ▶ Month End Closure, Adjusting Entries Booking.
- ▶ Sales Tax Invoice Generate
- ▶ Accounts Payable, Prepare MIS Report.
- ▶ Accounts Receivable, Report preparation
- ▶ Reconciliation of Bank Accounts, Creditors, and Debtors A/c.
- ▶ Pay roll handling, HR coordination & control & management of other financial related activities.
- ▶ Vendor Invoice, Sales Invoice, Expenses Entries, Salary Entries booking.
- ▶ Liaison with Auditor.
- ▶ Responsible for Petty cash Accounts.
- ▶ Excellent knowledge in M.S. Excel (Report preparation).
- ▶ Exposure of project finance work for short term as well as long term requirement.
- ▶ Possess excellent analytical and problem solving skills.
- ▶ Excellent research and financial analysis abilities in-depth management reporting.

Professional Certification & Training

- ◆ Attended VAT training from tally solution at Dubai Airport Free zone.
- ◆ Total Achievement Programme (TAP)" on personality development by Dr. P.R. Venkataraman and Mr. Lalikhan conducted by AMTA in Institute of Technology Mayyil,Kannur-Kerala.
- ◆ Soft skill training from Mohd. Ikan and team from Mohd. Ikan Training Solutions, Kannur-Kerala.
- ◆ The National seminar on Higher Studies in India "Challenges and Prospectus" organized by Kannur University, Kannur-Kerala.
- ◆ "Sameeksha Management Training Programme" organized by AMTA & ALTIUS at Institute of Technology, Kannur –Kerala 2012.
- ◆ Member of Association of Management Thinkers and Actors.(AMTA)Kannur-Kerala.
- ◆ Participant in the management meet conducted by Chinmaya Institute of Technology, Kannur.

Job Responsibilities

- ▶ Overall maintaining company's accounting functions including financial accounting, monitoring & management reporting.
- ▶ Preparation of Trial Balance, Profit & Loss Statement and Balance Sheet.
- ▶ Generating cash flow report for Manager for managing working capital.
- ▶ Generating and monitoring ageing wise accounts receivables & payables.
- ▶ Monitoring all accounting entries including Cash receipts and payments, Bank receipts and payments, Journal entries and Adjusting entries.
- ▶ To check and ensure bank statement reconciliation with the bankbook.
- ▶ To review and seek approval for expenses to insurance, telephone, mobile, petrol and other such payments, and conducting variance analysis.
- ▶ Ensuring proper and timely disbursement of staff salaries & payroll record is maintained.
- ▶ Maintaining funds in bank accounts and monitoring bank accounts.
- ▶ Day to Day Transactions, All Journal Entries Booking.
- ▶ Liaising with external auditor on monthly basis/reconciliation of bank and Coordinates with team members to provide all required details and schedule in time.

- ▶ Review and audit the payroll and attendance for employees, allowances, benefits and deductions.
- ▶ Final monthly salary and the issuance of the final statements of monthly salaries.
- ▶ Journalizing all the vouchers and posting in the ledger accounts and schedule payments for suppliers.
- ▶ Handling the petty cash and responsible of issuing all the cheques and the payments.
- ▶ Bank transactions/bank reconciliation statement.
- ▶ Control on cash flow/dealing with banks including deposits and withdrawals.
- ▶ Monitoring payables and receivables review and finalize monthly collection reports.
- ▶ Analyzing the actual costs incurred to comparing that the budgeted costs.
- ▶ Preparation of weekly and monthly reports on purchase, sales, debtors, bank etc.
- ▶ Carrying out other tasks and assignments given by the management based on the requirements of the organization from time to time
- ▶ Filing of the records and documents/follow up outstanding payment. Prepare daily reports and maintain the daily accounts.

Strength

- ▶ Strategic Planning – Expert at ideating and implementing effective initiatives.
- ▶ Client Service - Ability to respond to the clients and anticipate their needs.
- ▶ Computer Competency - Skilled at operating a computer & MS Office Suite, Peachtree, Tally, & Ex Accounting software.
- ▶ Document Use - Ability to use and understand documents.
- ▶ Excellent communication - Can use language effectively to gather information and facilitate the exchange of ideas.
- ▶ Flexibility - Ability to adapt to changes while keeping focus on goals and apply knowledge to new circumstances.
- ▶ Creative Thinking - Ability to look outside the box and develop new strategies.
- ▶ Personal Credibility – Active to take responsibility for actions with reliability and trustworthiness.

Academic

MBA, Finance & HR (Kannur University, India - a post-graduate from Kannur University with a specialty in Finance &HR).

Bachelors' degree in BSC Mathematics (Kannur University, India - a graduate of Kannur University with a specialty in BSC mathematics).

Skill Set



