

## PROFILE INFO

I Am A Highly Motivated And Detail-Oriented Accounting Professional With A Degree In B.COM Finance From Chennai University And 3 Years Of Experience In Accounting. Throughout My Career, I Have Developed Expertise In Enterprise Resource Planning (ERP) Software Like Tally, QuickBooks, Peachtree, Focus ERP9, And Other Accounting Platforms. I Am Also Proficient In Tax Laws, Including VAT, GST, And Other Applicable Regulations.

Currently, I Am Pursuing CA Intermediate Along With My Work To Further Develop My Skills And Knowledge In Accounting And Taxation. I Am Committed To Continuously Improving My Abilities And Staying Up-To-Date With The Latest Industry Developments I Am Excited To Bring My Expertise And Enthusiasm To Your Organization And Am Confident That I Can Make A Positive Contribution To Your Team



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**Address** Qusais, Dubai



**D.O.B** 13/3/1997

# LUKHMANUL HAKEEM

## MY SKILLS

### PERSONAL SKILL

- Accounting Standards And Principles
- Data Entry
- GST
- Uae Vat
- Tally Prime & Tally ERP9
- Quick Book
- Microsoft Excel
- Time Management Skills
- Peach Tree
- Communication Skill
- Focus Erp 9

### LANGUAGE SKILLS

- English
- Malayalam
- Arabic
- Hindi

### INTERESTES

- Travelling
- Music
- Reading
- Sports

## WORK EXPERIENCE

**JAN 2022  
DEC 2022**

### ACCOUNTANT (FOCUS CONSULTANCY SERVICES)

- Manage All Accounting Transactions
- Analyze Financial Information And Summarize Financial Status
- Prepare Asset, Liability, And Capital Account Entries By Compiling And Analyzing Account Information
- Prepares Payments By Verifying Documentation, And Requesting Disbursements.
- Bank Reconciliation Statement
- Maintaining And Controlling Bookeeping And Initial Receipt/ Invoice Inflow Procedures

**JUN 2020  
DEC 2021**

### ACCOUNTANT

BWABAT AL AMAAN SAFETY & SECURITY DUBAI (HYBRID)

- Maintaining All Books Of Accounts
- Prepares Amount Receivable Amount Payable Statement
- Manage Balance Sheet And Profit & Loss Statment
- Preparing VAT Submission And Return Statement

**JUN 2021  
DEC 2021**

### ACCOUNTANT

(EASY MART, BANGALORU /INDIA)

- Ensure Timely Bank Payments
- Process Payroll And Employee Benefits.
- Controlling And Accounting Daily Sales, Daily Cash & Bank, Cashier Discipline
- Prepare Trial Balance
- Reconcile Accounts Payable And Receivables
- Raise Invoices And Send Them To Customers

## CERTIFICATES

- CA CPT
- Tally Prime
- Data Entry
- British Council APTIS Forward Thinking English Testing
- (VISA) Virtual Interactive System Of Accounting
- ASAP (Additional Skill Acquisition Programme)

## PASSPORT & VISA

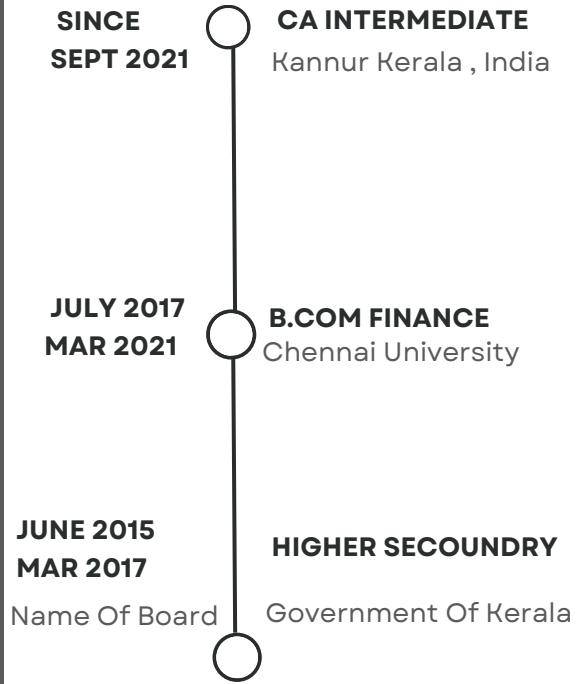
Passport Number : p4019276  
Visa Type : Visit Visa  
Visa Expiry Date : March 2023

## REFERENCE

Reference Upon Request

## MY EDUCATION

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## DECLARATION

I HEREBY CERTIFY THAT THE DETAILS FURNISHED ABOVE ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE