

YAHQOOB VATTOLI

SR. ACCOUNTANT

+971 583031560

yahqoobvattoli@gmail.com

SHARJAH, UAE

SUMMARY

Senior Accountant with 8 years experience in accounting and auditing.

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Ready to join immediately at anywhere in UAE.

SKILLS

- Internal Auditing
- Financial Accounting
- Effective Communication
- Strong Analytical skills
- Management Reporting
- MS Office & ERP systems
- Ability to Handle stress & deadlines
- GST Filing
- IT SKILLS:
- MS Excel & Word
- Certified in Tally ERP 9.0
- Oracle DBA based ERP

CERTIFICATIONS

- TALLY ERP9 -TALLY AUTHORIZED CERTIFICATE(NO:MJCFA20751112)

EXPERIENCE

08/2022 - 09/2023

Senior Accountant

ABOOD TRADINGS | MALAPPURAM, INDIA

- Recording daily transactions during the day
- Reconcile accounts payable and receivable
- Bank Reconciliation
- Ensure timely bank payments
- Payroll processing and payments
- Compute taxes and prepare tax returns
- Preparing reports required for management
- GST filing
- Used 'Freespace ERP' accounting software to perform bookkeeping, invoicing and bank reconciliations.

03/2019 - 08/2021

Senior Internal Auditor

GRAND HYPER MARKET | HAWALLI, KUWAIT

- Conduct Internal Audits as directed by the Audit Manager in accordance with the Audit plans, as to ensure that the company policies, procedures.
- Examine all payments, vouchers, documents, books of account and related documents and report significant findings to the Audit Manager.
- Completing audit work papers and memoranda by documenting audit tests and findings.
- Communicating audit progress and findings by providing information in status meetings; highlighting unresolved issues; reviewing working papers; preparing final audit reports.
- To ensures organizations and companies have accurate accounting throughout the year.
- To ensure that accounting teams follow proper procedures and that all accounts are updated and accurate.
- Obtaining, analyzing and evaluating accounting documentation, reports, data, flowcharts etc.

- CPFA(Certified Professional in Foreign Accounting)

PERSONAL INFORMATION

Gender: Male

Nationality: Indian

DOB: 25-02-1990

Religion: Muslim

Marital status:Married

LANGUAGES

Malayalam: First Language

English: B2

Upper Intermediate

Hindi: A2

Elementary

Arabic: A2

Elementary

REFERENCE

1- Anoop Padmanabhan:-

Senior Internal Auditor

Grand Hyper Kuwait :-

+96567672557

2- Muhammed Rafah:-

Managing Director

Abood Tradings

Malappuram:- +91 9539005636

VISA STATUS

- VISIT/TOURIST

01/2016 - 02/2019

Senior Accountant

GRAND HYPER MARKET | HAWALLI, KUWAIT

- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
- Completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors.
- Protects organization's value by keeping information confidential.
- Monthly Bank reconciliation, following up for un-cleared cheques, communicating with Bank personal
- Maintaining & Updating Petty cash account, Physical verification of Cash at periodic intervals.
- Verification payroll and employee-related Accounts.
- Year-end Finalization of accounts.
- Used '**Vision(oracle)ERP**' accounting software to perform bookkeeping, invoicing and bank reconciliations.

04/2014 - 12/2015

Junior Accountant

LAMIT TILES AND SANITARY | MANJERI, INDIA

- Used '**Tally**' accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Day to day billing.
- Posting journal entries.
- Recording day to day transactions.
- Inter Company Reconciliation.
- Accounts Payable.
- Updating financial statements, maintaining accounts receivable and accounts payable, paying monthly payroll, and preparing financial reports.

EDUCATION

2011

MIC ARTS&SCIENCE COLLEGE | VELLUVAMBRAM

B COM: CO OPERATION

2008

MIC HSS VELLUVAMBRAM | VELLUVAMBRAM

HIGHER SECONDARY: COMMERCE