

# Nabeel Mohammad Abdullah

Accountant / Finance / Audit

Nationality: Palestinian

Visa Status: Employment

DOB: August 25th, 1981

Languages: Arabic / English

Valid UAE DRIVING LICENCE.

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## Career Objective

To make solid contribution in **Accounts / Finance / Audit** towards the organization I serve by bringing the gap between existing resources of the organization and its strategic financial objectives by adopting suitable strategies either on my own or as part of a management team with special emphasis on quality of service.

## Academic Qualification

### ➤ Bachelor degree in accounting (Algerian University).

Graduated in year 2007

## Professional Skills

- ERP Oracle
- Greyforms accounting software
- QuickBooks
- MS Office suite
- Advance Excel
- Qualification –VAT Agent-Preparation Area from CICPA (sealed and signed at Philadelphia, USA).
- Certificate in VAT Agent – Preparation Area from CICPA (with scholastic remarks of Very Good).
- **15 Years** of professional experience in Accounts and Audit in UAE
- Hands-on Experience in: Audit, Accounting functions, Internal controls, Accounts Receivable, Accounts Payable, and Account Reconciliation.
- Possess demonstrated ability to work effectively and congenially with employees at diverse level.
- Possess excellent analytical, management, administration & problem-solving skills.

## Professional Experience

### Accountant:

**Eagle Electromechanical & Al Hijaz Mechanical Equipment Co. L.L.C, UAE**

March 13st, 2008 Up to March 16<sup>th</sup> 2020

### Responsibilities Includes:

- Preparation of sales invoices, receipts & payment vouchers and posted through accounting software;
- Manage the Invoice generation Operation & Credit Control;
- Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis;
- Ensure General Ledger entries are accurate and are in line with Company Procedures & International Accounting Standards;
- Finalize Trial Balance with supporting schedules;
- Reconciliation of various accounts such as bank, cash, customers and suppliers accounts;

- Communication with suppliers regarding payments made;
- Monthly stock taking of inventory, preparation stock valuation reports and reconciliations between physical stock and stock in trade;
- Handling petty cash and maintaining day to day banking functions;
- Preparation and sending monthly statement to customers;
- Provide accurate and timely financial information to the management;
- Ensure data integrity in all financial reporting;

## **Accounts Manager:**

**Casa Bianca Bldg. Material Trading L.L.C**

From (JAN 2021 – Present)

### **Job responsibilities:**

- The finalization of LC terms with the suppliers and customers.
- The LC documentation for banks requirements.
- The compliance of documents and terms of LC'S.
- The execution of realization of LC'S receipts and payments.
- Working closely with the treasury function of the company. Which includes forward booking of exchange rates etc.
- Dealing with bank related issues, which includes from opening and retirement of LC's.
- Direct financial reporting to **Manager Finance & Trade** on Daily, Monthly, Quarterly basis.
- Formulating company policies for the company, which includes operational policies for the company. Presenting to the board of directors and implementing it.
- Annual stock count and store consumption report along with their analysis.
- Directly reportable to the audit manager whilst working with minimum supervision.
- Responsible for performing audit work on the financial statements.
- Working on the draft report and presenting to the Manager for approval.
- Assisted in the preparation of Internal Control Weakness Report.
- Preparation of documents for registration of partnership concerns and incorporation of private limited companies.
- Preparation of documents for tax payer registration.
- Filing of income tax returns of proprietorship and partnership concerns.
- Preparation of feasibility studies.

### **Languages Known:**

- Arabic, Native language.
- English, very good read, write, and speak

**References Shall** be provided upon request.