

## YAHUL HAMEED

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### Objective

To join a position of responsibility in a professionally managed progressive organization that provides conducive learning and development. I'm a professional Accountant and also I have 14+ years accounting experience in a multicultural environment of reputed and renowned organizations in U.A.E.

### Academic Qualification

- Master's Degree in Commerce. (University of Calicut 1996-98) (Taxation)
- Bachelor's Degree in Commerce. (University of Calicut 1992-1994) (Cost Accounting)
- Diploma in Air Travel and Tourism Management.  
(Canada-India Co-operational Project 1997-98)

### Technical Qualification

- Type writing English (Government of Kerala 29-10-1994, Higher)
- Type Writing English (Government of Kerala 16-04-1994, Lower)
- Type Writing Arabic (Sulthaniya Commercial Institute Pattambi 1996, Lower)
- PGDCA in Computer application.
- Sound working knowledge in SAGE 50, PEATCH TREE, TALLY, FOCUS AND AL AMEEN with ERP Environment.
- Four wheel, Two wheel driving license (Indian)

### Work Experience

- ❖ C K TRAVELS, Amayur, Pattambi, Palakkad, Kerala, India (2019 to 2025)
- ❖ AL WAHDAH AUTO. RADIANT FACTORY, Sharjah (2019)
- ❖ AI KHUBRA BULD. MATERIAL TRADING COMPANY LLC, Sharjah (2017 to 2018)
- ❖ EMDAD BLDG. CONT. LLC, (Group) Sharjah, (2015 to 2017)
- ❖ INTRACELL TELECOM LLC, Deira. Dubai. (Mobile Whole sale & Retail) (2012 to 2015)
- ❖ WAVED NET COMPUTERS LLC (Group), Bur-Dubai. (Computer Whole sale & Retail) (2003 - 2012)
- ❖ CHOKAH TRADING (General Trading), Sharjah. (2001 - 2003)
- ❖ SAFIYA TRAVELS, KOZHIKODE, Kerala India. (1999 - 2000)
- ❖ ARAKKAL JEWELLERS, Pattambi, Palakkad, Kerala, India. (1996- 1998)

#### ❖ EXPOSURE

- Compiles and analyze financial information to prepare entries to books of accounts, such as general ledger accounts, documenting business transactions.
- Prepare deliverables for the auditors in accordance to their schedule.
- Calculate and reconcile the account balance with auditors.
- Preparing Tenders, Local Purchase Order, Local Purchase, Overseas Purchase and preparing necessary supporting documents. Processing of standard journal entries.
- Analyze daily banking transactions and journal entries. Reconcile sub-ledger accounts. Payroll reconciliation. Handle VAT return filing and VAT payments.
- Follow up debtors/creditors as per overdue list with agreed terms and conditions.
- Verification of petty cash expenses as per the supporting vouchers.
- Prepare daily profit report excel spread sheet for analysis.
- Verify and reconcile contracts, orders, vouchers, and prepare reports to substantiate individual transactions prior to settlement.
- Monitor with generally accepted principles and company procedures.
- Review, investigates and corrects errors and inconsistencies in financial entries, documents and reports. Prepare monthly schedules for passing closing entries.
- Prepare monthly profit or loss account and Balance Sheet.

#### **Strength's**

- Good listener and Quick learner.
- Honest and dedicated person.
- Hard working.
- Ability to deal with people diplomatically.

#### **Personal Information**

Nationality	:	Indian.
Gender	:	Male.
Date of Birth	:	16.05.1973
Religion	:	Islam.
Marital Status	:	Married.
<u>Languages Known</u>		
Can Read & Write	:	English, Hindi, Malayalam, Arabic& Urdu.

#### **Declaration**

I hereby declare that above mentioned details are true and correct to the best of my knowledge.