

CURRICULUM VITAE

MOINUDHEEN.K. T

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Place: Doha, Qatar

SAP® Certified
Associate



Career Objective

I'm a SAP-certified Accounting Professional, seeking a challenging position in SAP End User and Accounts where my professional education, experience and ability will allow me to make an immediate contribution as an integral part of a progressive company.

Professional Summary

- SAP Certified Application Associate
- Strong Knowledge in ERP
- Strong Knowledge in Accounting
- 6.6 Year Experience in Accounting

Work Experience

- **Assistant Accountant at Urbacon Trading & Contracting.** Doha, Qatar
Construction Company
(28th September 2020 to 23th February 2023)
 - Receiving and matching supplier invoices with Goods Received Notes or service entry sheets with service orders or LPO.
 - Posting supplier invoices on SAP against POs and service orders
 - Reconciling the recorded suppliers accounts with supplier statements upon request from payment processing
 - Furnishing the reconciliation of GRN and service entry sheet with stores to identify missing entries on daily basis
 - Dealing and resolving issues of supplier
 - Posting Petty cash entry
 - Preparing payment request of supplier and subcontractor
 - Preparing LC payment request
 - Preparing Manuel invoice and Credit Note on SAP
 - Matching and Clearing Invoice and Payment
 - Matching and Clearing subcontractor transaction
 - Preparing Advance Payment Request
 - Checking Ledger, Ageing Report, Invoices etc
- **Assistant Accountant at Promar Marine Contracting.** Doha, Qatar
Marine Construction Company
(4th August 2018 to 15TH September 2020)

Duties and Responsibilities

- Receiving and Posting supplier invoices
- Reconciling the recorded suppliers accounts with supplier statements upon request from payment processing

- Preparing Cheque Payment
- Preparing Bank Transfer Letter
- Preparing Bank Reconciliation Statement
- Updating payment status Report
- Maintaining Petty Cash Book
- Verifying and Posting Entries
- Maintenance of Books of Accounts
- Dealing and resolving issue of supplier
- Checking Ledger, Ageing Report. invoice

- **Assistant Accountant at Techorbith Trading LLC.** Dubai, UAE
Etisalat Scratch Card Distributor
(15th November 2016 to 23th November 2017)

Duties and Responsibilities

- Working on ERP software and MS Excel
- Passing Journal Entry
- Entering Sales and Purchase Vouchers
- Entering Sales Return and Purchase Return Vouchers
- Entering Receipt and Payment Vouchers
- Maintaining Petty Cash
- Verifying and posting entries
- Maintenance of books of Accounts with Inventory
- Preparation of reconciliation of Ledger
- Downloading and uploading of salesman's Tab every day
- Dealing and resolving issues of salesman
- Stock taking in every month, Reporting to Chief Accountant
- Checking discount, if over discount, Reporting to Finance Manager
- Checking Ledger, Ageing Report, Stock Report, Sales Margin, Invoices etc.
- Preparation of Outstanding Report, Receivable Report, Discount Report, Petty Cash Expenses Report, Sales Report and Inventory Report

- **Accountant Assistant at Stepping Stone Accounting Consultancy,** Thrissur, Kerala, India
Accounting and Auditing Firm
(15th September 2014 to 19th September 2015)

Duties and Responsibilities

- Working on Tally. ERP 9 Software and MS Excel
- Passing Journal Entry
- Books and finalisation of accounts of Trading, Service and Non-profit organizations
- Entering Sales and Purchase Vouchers
- Preparation of Debit Note and Credit Note
- Preparation of Bank Reconciliation Statement
- Maintaining Petty Cash Book
- Maintaining Depreciation on Asset
- Preparation of Payroll
- Preparation of weekly and monthly Purchase, Sales and Stock Report
- Preparation of VAT
- Preparation of Service Tax

Educational Qualification

- **M.Com (Master of Commerce)** from Madurai Kamraj University
- **B.Com (Bachelor of Commerce)** from University of Calicut
- **Plus Two (Higher Secondary School)** in **Commerce** from Board of Higher Secondary Examination Government of Kerala
- **SSLC (Secondary School Leaving Certificate)** from Public Board of Examination Government of Kerala

Certification

- SAP R/3 FICO End User
- Global Certification of SAP B1
- Quick Books
- Tally
- Computerized Accounting on Microsoft Excel

Key SAP R/3 Skills FICO End User

- Global Settings
- General Ledger
- Accounts Receivables
- Accounts Payables
- Asset Accounting
- Profit Centre
- FI with MM (Integration)

Study Exposure

I have study exposure to the following areas of accounting work

- Writing up of books and finalisation of accounts of Trading, Manufacturing, Service and Non-profit organizations.
- Prepare and maintenance of various registers likes Purchase Registers, Sales Registers,
- Journal Registers, Credit Note Registers, Debit Note Registers etc.
- Prepare various closing likes Month, Quarter and Year end close.
- Prepare various accounting report and statement like Depreciation, Reconciliation Statement, Payroll etc.
- Prepare of VAT, Services Tax, TDS etc.

Computer Skill

- OS : Windows & Linux
- ERP & Accounting Package : SAP R/3 FICO (End User), SAP B1, QuickBooks, Tally & Sage 50
- Office Package : MS Office & Open Office

Personal Details

Sex : Male
Marital Status : Married
Age & Date of Birth : 31yrs, 28-09-1991
Nationality : India
Place of Birth : Kerala, India
Religion : Islam
Passport No : M 1339499
Languages : English, Malayalam

Declaration

I hereby declare that all the above-mentioned information are true and correct up to my knowledge and bear responsibility for the above mentioned particular.

Moinudheen. KT