

MOINUDHEEN K.T

ACCOUNTANT

SAP® Certified
Associate

PROFILE SUMMARY

Dedicated accounting professional with a solid foundation in ERP systems and SAP certification. Equipped with comprehensive knowledge of accounting principles and practices. With 6.6 years of experience in accounting roles, now poised to step into a challenging position as an Accountant. Driven by a passion for precision and excellence, committed to leveraging my expertise to manage financial processes, ensure compliance, and contribute to accurate financial reporting. Eager to bring my meticulous attention to detail, advanced analytical skills, and proficiency in financial software to a dynamic team as we work towards achieving organizational goals in the ever-evolving realm of accounting.

WORK EXPERIENCE

ASSISTANT ACCOUNTANT

Urbacon Trading & Cotracting | Lusail, Qatar | 28th Sep 2020 - 23rd Feb 2023
General Construction Company

- 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 Advance Payment Request
- Preparing LC payment request
- Preparing Manuel invoice and Credit Note on SAP
- Maintenance of Books of Accounts
- Matching and Clearing Invoice and Payment
- Matching and Clearing subcontractor transaction
- Checking Ledger, Ageing Report, Invoices etc.

ASSISTANT ACCOUNTANT

Promar Marine Contracting | West bay | Doha, Qatar | 4th Aug 2018 – 15th Sep 2020
Marine Construction Company

- Receiving and Posting supplier invoices
- Reconciling the recorded supplier's 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



VISIT NOW



LINKED IN:

[linkedin.com/in/moinudheen-kt](https://www.linkedin.com/in/moinudheen-kt)

EDUCATION

MASTER OF COMMERCE [M.Com]
Madurai Kamaraj University

BACHELOR OF COMMERCE [B.Com]
University of Calicut

PLUS TWO [COMMERCE]
Board of Higher Secondary Education
Kerala | India

SSLC
Board of Higher Secondary Education
Kerala | India

KEY ACCOUNTING SKILLS

Bookkeeping	★★★★★
Finalisation of Accounts	★★★★
Reconciliation Statement	★★★★★
Depreciation	★★★★★
Internal Control	★★★★★
Payroll	★★★★★
Outstanding Report	★★★★★
Receivable Report	★★★★★

CONTACT ME



PHONE:
+974 31235721



EMAIL:
moinudheenkt@gmail.com



Address:
Doha | Qatar

- Verifying and Posting Entries
- Salary Booking and Salary Pay Entry
- Maintenance of Books of Accounts
- Dealing and resolving issue of supplier
- Checking Ledger, Ageing Report. Invoice

ASSISTANT ACCOUNTANT

Techorbith Trading LLC | Dubai | 15th Nov 2016 - 23rd Nov 2017

Etisalat Partner

- Working on ERP software and MS Excel
- Entering Sales and Purchase Vouchers
- Entering Sales Return and Purchase Return Vouchers
- Entering Receipt and Payment Vouchers
- Passing Journal Entry
- Passing Intercompany Payment and Back Charge entry
- Maintaining Petty Cash
- Verifying and posting entries
- Maintenance of books of Accounts with Inventory
- Preparation of reconciliation of Intercompany Statement
- 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

ASSISTANT ACCOUNTANT

Stepping Stone Accounting Consultancy | Thrissur, Kerala, India

15th Sep 2014 - 19rd Sep 2015

Accounting & Auditing Firm

- 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

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

MOINUDHEEN K.T

CERTIFICATIONS

- 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)

EXPERTISE IN

- Problem Solving
- Observation
- Critical thinking
- Empathy
- Management
- Active
- Listening
- Patience
- Honest
- Hardworking
- Dedicated

COMPUTER SKILLS

OS : Windows & Linux
 ERP & ACCOUNTING PACKAGE : SAP R/3 FICO [End User], SAP B1 Oracle, QuickBooks Tally & Sage 50
 Office Package : MS Office, Open Office

PERSONAL DETAILS

Name : Moinudheen Kodakkattu Thekkethil
 Gender : Male
 Date of Birth : 28.09.1991
 Marital Status : Married
 Nationality : Indian
 Passport No : M 1339499
 Languages : English, Malayalam