



PROFILE

To aspire a career in any professionally managed organization, which would give me an opportunity to grow and use my potentials to fullest extent with sincerity and dedication. To contribute my accounting expertise toward helping the organization achieve its financial and strategic goals.

CONTACT

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+966 50 475 1796

EMAIL:

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LINKEDIN:

<http://linkedin.com/in/habeebu-rahman-alpatta-b68b65342>

ADDRESS:

Ghirnatah, Riyadh, Saudi Arabia

VISA STATUS

Iqama Type : Transferable

Valid Until : 12-12-2026

HABEEBU RAHMAN ALPATT

Accountant

Bachelor of Commerce with 9 years of working experience.

WORK EXPERIENCE

Accountant

Cocogiri Island Resort, Maldives

November 2021 – March 2025

Duties & Responsibilities: -

- ❖ Manage daily guest billing and payment processing.
- ❖ Prepare and review financial statement, including balance sheet and income statements.
- ❖ Manage accounts payable and receivables ensuring timely payments and collections.
- ❖ Manage payroll processing and service charge calculation for resort employees.
- ❖ Prepare reports for seasonal fluctuations in occupancy and revenue.
- ❖ Prepare annual budget and forecast.
- ❖ Track and account for inventory.
- ❖ Prepare monthly and annual financial reports.
- ❖ Manage cash flow and forecasting.
- ❖ Ensure compliance with Maldives Inland Revenue Authority (MIRA) for GST, T-GST, Service Charge, Green Tax and withholding tax.
- ❖ Prepare and file monthly and annual tax returns.
- ❖ Prepare documentation for internal and external audits.
- ❖ Work closely with the General Manager, department heads and head office teams.

Accountant

Uniclean Hygiene Solutions, Tamilnadu, India

November 2020 – November 2021

Duties & Responsibilities: -

- ❖ Track and calculate the cost of raw materials, labor and overheads.
- ❖ Monitor production cost and suggest cost reduction measures.
- ❖ Reconcile raw materials, work in progress and finished goods inventory.
- ❖ Generate reports on production cost, profitability and operational efficiency.
- ❖ Process supplier invoices and verify goods received against purchase orders.
- ❖ Monitor customer accounts, issue invoices and track receivables.
- ❖ Assist in internal and external audits.
- ❖ Coordinate with head office finance and accounting teams.
- ❖ Maintain fixed asset register for machinery and equipment.
- ❖ Ensure data integrity and timely updates in the accounting Software.

PASSPORT INFORMATION

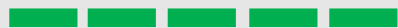
Passport No : X9175921
Date of Issue : 28-04-2023
Date of Expiry : 27-04-2033
Place of Issue : Malé

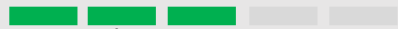
PERSONAL INFORMATION

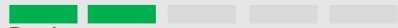
Date of Birth : 03-Feb-1994
Nationality : Indian
Religion : Islam
Marital Status : Married
Hobbies : Cricket
Traveling
Singing

LANGUAGES

Malayalam: Native Language

English: C1

Proficient

Hindi: B2

Intermediate

Arabic: A2

Basic

REFERENCES

Valantina Daniel
Resort Manager
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Reshith
Accountant
Abuhail Supermarket LLC, Dubai
+971 501906858
abuhailgroupdx@gmail.com

Accountant

Abuhail Supermarket LLC, Dubai
March 2016 – August 2020

Duties & Responsibilities: -

- ❖ Oversee daily cash collections and deposits to the bank.
- ❖ Monitor and reconcile bank statements.
- ❖ Maintain accurate records of all daily financial transactions.
- ❖ Coordinate with purchase in charge to track inventory levels and reorder goods.
- ❖ Track supplier payments and ensure timely settlement dues.
- ❖ Prepare monthly and annual financial reports for management.
- ❖ Coordinate with auditors during audit process.
- ❖ Assist with the VAT returns preparation.

EDUCATION

University of Calicut

Bachelor of Commerce
2012 - 2015

Government of Kerala Higher Secondary Education, Kerala, India

Senior Secondary
2012

IT PROFICIENCY

Diploma in Indian & Foreign Financial Accounting

QuickBooks, Tally, Peachtree, MS Office, Internet & E-mail,
Accounting Basics & Manual Accounting

Diploma in Graphics & Information Technology

Adobe Photoshop, Corel Draw, Adobe PageMaker, HTML,
Computer Hardware & Computer Basics

SKILLS

- ❖ Financial reporting.
- ❖ Payroll accounting and tax computations.
- ❖ Standard cost analysis and system automation.
- ❖ Accounts receivables and payables.
- ❖ Accounting software proficiency.
- ❖ Strong problem solving.
- ❖ Multitasking and prioritization.
- ❖ Keeping up with changing tax laws and accounting standards.
- ❖ Collaboration with teams and departments.

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Habeebu Rahman Alpatta