



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

PHONE:

+966 50 475 1796

EMAIL:

habeebrahman434@gmail.com

LINKEDIN:

<http://linkedin.com/in/habeebalpatta>

ADDRESS:

Ghernatah, Riyadh, Saudi Arabia

VISA STATUS

Iqama Type : Transferable
Valid Until : 12-12-2026

DRIVING LICENSE

Issued : Saudi Arabia
Category : Private
Valid Until : 20-08-2035

HABEEBU RAHMAN ALPATTA

Accountant | 9 years of Experience | VAT, Zakat & Tax Compliance | QuickBooks, Zoho Books, Odoo, Tally, MS Excel & ERP Expert | Available in Saudi Arabia | Transferable Iqama | Valid Saudi Driving License

WORK EXPERIENCE

Finance & Operations Executive

Convosync Solutions, Saudi Arabia

October 2025 – January 2026

Duties & Responsibilities: -

- ❖ Manage company accounts and financial transactions in Zoho Books.
- ❖ Prepare monthly, quarterly, and annual financial statements.
- ❖ Perform bank reconciliations and maintain accurate cash flow records.
- ❖ Handle client/vendor billing, invoicing, and payment follow-ups.
- ❖ Ensure compliance with ZATCA and Saudi financial regulations.
- ❖ Support annual budgeting and internal financial audits.
- ❖ Prepare and manage monthly payroll, including deductions and overtime.
- ❖ Maintain attendance records and employee timesheets.
- ❖ Handle HR documentation, onboarding, and employee file management.
- ❖ Oversee asset management — issue tracking, movement logs, and inventory records.
- ❖ Coordinate with departments to ensure smooth daily operations.
- ❖ Support management in scheduling, document control, and logistics planning.

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.

Accountant

Unilean 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.

PASSPORT INFORMATION

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

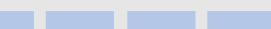
PERSONAL INFORMATION

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

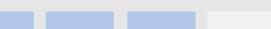
LANGUAGES

Malayalam: Native Language

English: C1

Proficient 

Hindi: B2

Intermediate 

Arabic: A2

Basic 

REFERENCES

Valantina Daniel
Resort Manager
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Aboobacker Siddique
Chief Accountant
Uniclean Hygiene Solutions, India
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unicleankarur@gmail.com

Reshith
Accountant
Abuhail Supermarket LLC, Dubai
+971 501906858
abuhailgroupdxb@gmail.com

- ❖ 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.
- ❖ Process supplier invoices and verify goods received against purchase orders.

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