



## HYDER MALIK .R

Email : [hydermalik.r@gmail.com](mailto:hydermalik.r@gmail.com)

Mob : +971 558045438

: +971 569489241

Skype :hydermalik.5155

### Career Summary

Accounting professional with over Eight years of experience, Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, pay roll process, or other financial activities within an organization.

### Academic Qualifications

- **M.B.A (Banking & Finance)** from Alagappa University, Tamilnadu, India - 2011
- **B.Com** from M.S University, Tamilnadu, India- 2004
- **Higher Secondary Education** from V.K.P School, Tamilnadu, India- 2001

### Professional Experience

- Having over 9 years of Experience in the field of Accounts, Finance, Auditing and in which five years' experience in UAE.
- ERP software (TALLY, MICROSOFT DYNAMICS AX, AXR3) in Accounting Packages

### Work Experience

- **ACCOUNTANT GENERAL- AL ARIF CONTRACTING CO .L L C DUBAI.** UAE (from march2014 to present)
- **AUDIT ASSISTANT - FRANK & CO – CHARTERED ACCOUNTANTS** Nagercoil, Tamilnadu, India (From April 2011 to 2014 February)
- **ACCOUNTANT – M/S THE ENGLISHMAN'S CROCKERY** Nagercoil, Tamilnadu, India(from Jan 2007 to October 2009)
- **ACCOUNTANT -M/s THE KAR SHOP** Nagercoil, Tamilnadu, India (from June 2004 to December 2006)

### KEY SKILLS

- MS OFFICE
- TALLY ERP 9.0
- E-PROFIT
- PMS
- MICROSOFT AX DYNAMICS
- INVENTORY MANAGEMENT
- ACCOUNT MANAGEMENT

### PERSONAL SKILLS

- Willingness to learn new concepts
- Good leadership qualities and interpersonal skills
- Systematic and hardworking

## Account Experience

- Preparation of all types of financial statements (Balance Sheet, Income Statement, Cash Flow Statement)
- Recording all types of business transactions in the system and maintaining accounts up to finalization
- Handling and maintaining petty cash and daily expenses
- Internal checking of vouchers and accounts
- Preparation of monthly Bank Reconciliation
- Preparation of all types of vouchers (Bank payment, Receipt, Cash Payment, Receipt)
- Preparation of Monthly Financial Statement
- Expertise in Accounts Payable, Accounts Receivable, Cash Management, General Ledger and Inventory Modules
- Preparation and Posting of Sales Invoices
- Daily updating employee database.
- Updating Master File daily basis and generate Daily/Weekly/Monthly Reports.
- Handling employee database in Excel.
- Releasing the salary payout monthly, and salary slip
- Maintaining leave records
- To prepare salary process through WPS format.

## Audit Experience

- Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
- Verification of Banks Reconciliation Statements, Fixed Assets and Stock
- Computation of Service Tax and monthly filing
- To prepare final statement for yearend auditing

## Declaration

I hereby declare that all the information above is true to the best of my knowledge.

## PERSONAL PROFILE

**Date of Birth** : 30-11-1981

**Sex** : Male

**Marital Status:** Married

## LANGUAGES KNOWN

**ENGLISH** : Professional proficiency

**TAMIL** : Native

**MALAYALAM** : Native

**HINDI** : Elementary proficiency

## PASSPORT DETAILS

Passport No: R7695225

Valid Up to : 28/05/2027

## VISA STATUS

Employment (Transferable)

## UAE DRIVING LICENCE HOLDER

Expiry: 03/04/2027

**HYDER MALIK.R**