



## RESUME

DIKHIL.K.THILAK

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### **OBJECTIVE**

To work in a reputed and progressive firm so as to pursue a challenging career by utilizing my expertise & professionalism and acquire good experience & knowledge on accounting profession.

### **PERSONAL & PROFESSIONAL SKILLS**

- Honest and hardworking with an earnest yearning to learn new concepts.
- Strong professional commitment and ability to work under pressure, multi-cultural environments.
- Work experience in TALLY, CPOS, Microsoft Dynamics GP, ORACLE
- Bachelor degree in Finance & Accounting
- Knowledge & experience as Accountant
- Preparation Financial Statement, Employee Payroll
- Ability to Comply Accounting standards
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### **PROFESSIONAL QUALIFICATIONS**

Degree-Bachelor of Commerce : B. COM

Institution & Duration : Mahatma Gandhi University.  
(2008 – 2010)

### **EDUCATIONAL QUALIFICATION**

Higher Secondary Certificate : State Board of Education, Kerala, India (2006-2007)

Secondary Certificate : State Board of Education, Kerala, India (2004-2005)

## **EXPERIENCE IN DETAILS**

## 1) AL ABBAR GROUP BAHRAIN

**2018 – continue**

## Position: Accountant

## *Project: Bahrain Airport Expansion*

**Key** : *1000 Employee payroll preparation, Revenue assessing and Billing, VAT registration, VAT filing monthly, Audit assisting, Preparation Final accounts Expenses and supplier invoice booking, Reconciling of accounts,*

## 2) AL ABBAR GROUP UAE

**2015 – 2018**

## Position: Accountant

*Project: 3- 4 project handled*

**Key** : *Employee payroll preparation, Expenses and supplier invoice booking  
Reconciling of accounts, Audit assisting, preparation financial statement*

### 3) AL ABBAR GROUP – OMAN

**2013 – 2015**

## **Position: Junior Accountant**

Project : *Muscat International Airport Project, Muscat*

*Key : Employee payroll preparation, Expenses and supplier invoice booking  
Reconciling of accounts*

1. **Position: CA Article Assistant (STUDENT)**  
**BSJ & ASSOCIATES Chartered accountant of India** 2 years  
Cochin, Kerala, India.  
(Part of my Education in CA academy)

## **COMPANY PROFILE**

Al Abbar Group is the largest architectural building enveloping and glazing contractors in the Middle East providing high quality products and services that meet international standards. As a pioneer in the Façade industry with a faultless pedigree and solid business foundations, The Al Abbar Group has been appraised for achievements being part prestigious project such as the Burj Al Arab, Emirates Towers, Burj Khalifa and Dubai Int'l Airport Concourses.

## **Duties & Responsibility**

1. VAT registration,
2. Vat filing monthly
3. Prepare cash inflow & Out flow statements reporting Finance manager
4. Monitor and follow-up on receivables that have been outstanding for unusually long periods of time.
5. Employees Payroll preparation under Wage Protection System
6. Assists with annual audit
7. Allocation and Handling Petty cash for 20K bhd
8. Develop and maintain financial records and reporting systems.
9. Monitor and follow-up on receivables that have been outstanding for unusually long periods of time.
10. Ensure that all general ledger accounts are reconciled to subsidiary records on a monthly basis.
11. Review reconciliations to ensure that they are prepared properly and follow-up on any unusual items
12. Reconciles bank and investment accounts, and prepares related journal entries
13. Prepares invoices
14. Posts cash receipts. Accounts receivable receipts, and accounts receivable invoices
15. Performs other duties as assigned by the Chief Financial officer
16. Make sure that every pay check is correct and is delivered on time without any further due.
17. Having good knowledge about National labour laws and system

### **PERSONAL DETAILS**

Fathers Name : Thilakan K M

Permanent Address : Kaipuzha (H], Murigoor- 680309, Koratty, Thrissur

Date of Birth : 17-06-1989

Marital Status : Single

Nationality : Indian

Languages known : Malayalam, Hindi, English

Passport Number : **K5115023**

### **AFFIRMATION**

I assure you that the particulars above wrote are true to best of my knowledge.

Place : BAHRAIN

Date : 01-12-2020

Yours Faithfully