

Ibrahim Tameem

Accountant (CMA candidate)

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Professional Summary

Detail-oriented and highly organized Accountant with experience in the aviation cargo industry and interior design sector. Skilled in invoice processing, financial reporting, ledger reconciliation, and bank transactions. Proficient in ODOO, and ZOHO ERP software's. Adept at ensuring financial accuracy and compliance with industry regulations.

Skills

- Invoice Processing & Vendor Bill Management
- Financial Reporting & Budgeting
- Bank Reconciliation & Ledger Matching
- Accounts Payable & Receivable
- Cost Estimation & Project Quotations
- Compliance & Financial Regulations
- VAT Compliance & Tax Filing
- Odoo
- Zoho Books
- MS Office

Professional Experience

Accountant

Tarco Air Cargo Services LLC (Tarco Aviation)

Dubai, United Arab Emirates

Nov 2023- Present

- Managed financial transactions related to cargo operations, including invoicing, vendor bill recording, and reconciliation
- Issued accurate invoices for cargo shipments and ensured timely payments from clients.
- Reconciled accounts payable and receivable, resolving discrepancies efficiently.
- Assisted in financial reporting, budgeting, and analysis for cargo operations.
- Utilized Odoo ERP software for financial data management.
- Prepared financial reports tracking cargo movements across flights, ensuring accurate revenue recognition, cost allocation, and compliance with accounting and airline regulations.
- Reconciled ledgers with partner companies to ensure accuracy in financial records, resolve discrepancies, and maintain strong financial partnerships.
- Processed and uploaded bank transfer records for confirmation, ensuring accuracy and timely reconciliation of payments.

Accountant

Wall Tech Solutions,

Doha, Qatar

June 2022 – May 2023

- Monitored project costs, including materials, labour, and subcontractor expenses to ensure adherence to budgets.
- Analysed variances between projected and actual costs, providing insights for cost control.
- Managed invoicing processes for clients and ensured timely collections.
- Utilized accounting software and ERP systems like Zoho to streamline financial processes and reporting.
- Oversaw the payments to vendors, suppliers, and subcontractors, ensuring accuracy and compliance with payment terms.
- Prepared detailed quotations for interior design projects, ensuring accurate cost estimation, pricing, and alignment with client requirements.

Education

Bachelor's in Business Administration (BBA)- June 2017 – May 2020

SDM College of Business Management, India

Pre-University Degree in Science (PCMS)- June 2015 – May 2017

St. Aloysius Pre-University College, India

Languages

- English
- Hindi
- Malayalam