

FOYJUL ISLAM

ACCOUNTANT – UAE VAT FILING | FINANCIAL TRANSACTIONS | ACCOUNTS PAYABLE & RECEIVABLE

+971 56 349 9578 admin@foyjul.com www.foyjul.com Dubai, United Arab Emirates

SUMMARY

Dedicated Accountant with over 3 years of experience in recording financial transactions, managing accounts payable/receivable, and ensuring compliance with UAE VAT regulations. Skilled in VAT filing, bank reconciliations, and generating accurate financial reports. Proficient in Zoho Books and QuickBooks, with strong attention to detail and commitment to deadlines.

PROFESSIONAL EXPERIENCE

Blue Star Garage – Accountant

Feb 2022 – Present | Dubai, United Arab Emirates

- Recorded and maintained all financial transactions in compliance with IFRS standards.
- Handled accounts payable and receivable, ensuring timely invoicing and collection.
- Submitted accurate VAT filings and returns through the FTA portal.
- Conducted bank reconciliations and prepared monthly closing reports.
- Supported internal and external audit processes with well-organized documentation.
- Processed WPS payroll in compliance with UAE labor laws.

Sunmar Mobile City – Assistant Accountant

Feb 2021 – Jan 2022 | Chittagong, Bangladesh

- Assisted in recording daily financial transactions, including income, expenses, and journal entries.
- Conducted petty cash reconciliation and maintained expense reports.
- Maintained organized financial documentation for audit and internal review.

SKILLS

- Financial Reporting & Bookkeeping
- Accounts Payable & Receivable
- VAT Filing & FTA Compliance
- Bank Reconciliation
- Journal Entries & General Ledger
- Zoho Books, QuickBooks
- WPS Payroll Processing

EDUCATION & PROFESSIONAL QUALIFICATIONS

ACCA (Association of Chartered Certified Accountants)

Foundations in Accountancy (FIA) – In Progress | London, United Kingdom (Remote)

Chakaria Govt College

Higher Secondary Certificate (HSC) – 2019–2021 | Chittagong, Bangladesh

Chakaria Korok Biddapith

Secondary School Certificate (SSC) – 2018–2019 | Chittagong, Bangladesh

ADDITIONAL INFORMATION

- Languages:** English, Bangla, Urdu, Hindi.
- Driving License:** Valid UAE Driving License (Light Vehicle)