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| **Summary :** |
| An accounting and financial professional with experience in accounting operations, financial reporting, problem solving, team building, detail-oriented and procedure implementation. Early experience as **auditor**. **Bring 2.5 years of solid experience and efficient at multi-tasking.**  Equally effective at relationship building, highly trustworthy, discreet and ethical. Innovative professional **progressive experience in Accounting and Auditing** and knowledge in all aspects of day to day accounting operations. | |

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| **Objective:** |
| * Intend to work with leading corporate in the field of **Accounting, Finance and Internal audit** that will effectively utilize acquired expertise, creative talents and commitment to excellence. * To develop and involve in a team of professional accountants to achieve accounting and company objectives by providing quality service. | |

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| **Area of Interest :** |
| 1. Finance & Accounting 4. Internal Control 6. Business Analysis 2. Book Keeping 5. Bank Reconciliation 7. Financial Analysis   3. Management Reporting | |

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| **Skills & Expertise :** |
| * **2.5** years of vigorous work experiences in the field of Accounting and Auditing. It has prepared me to take up demanding jobs in the industry. * Proven skills among accounting teams and work in sync with the corporate set parameters to achieve company goals. * thorough Knowledge of **IFRS** (International Financial Reporting Standards) and IAS (International Accounting Standards) * Offer communication and client management skills. * Skilled in resolving accounting issues. * Effective working relationship with associates. * Outstanding communication skills, both verbal and written, and an inane ability to think strategically and problem-solve effectively. * Stand for Values with Trust and Integrity. | |

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| **Work Experience:** | |
| **1)** **HLB Hamt - chartered Accountants - Dubai, UAE** | | |
| **Section:** | Accounts and finance | |
| **Designation:** | Accounts supervisor | |
| **Duration:** | 17-March-2013 to till the date | |
| **Job Profile:** | * Supervises accounting technical and clerical staff. * Performs a wide variety of general accounting functions including preparation, review, month and year end closing processes and maintain schedules. * Approves ledger entries by auditing transactions. * Report to owners and management of company on monthly and quarterly basis on financial performance. * Checking and verification of accounting clerk’s works based on supporting documents and make changes/rectification as required. * Supports annual audit by providing information and answers to auditors * Makes recommendations, develops policies and procedures related to internal control and accounting system. * Oversees calculating, posting, verifying, and typing duties to obtain and record financial data for use in maintaining accounting and statistical records * Reviews general ledger accounts, balance sheet and income statement schedules and the required adjusting journal entries prepared by accounting staff for accuracy and completeness. * Protects organization's value by keeping information confidential. * Maintains financial security by adhering to internal controls | |

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| **2)** **ERNST & YOUNG - INFOPARK, KERALA, INDIA** | |
| **Section:** | Audit and Assurance |
| **Designation:** | Audit Assistant. |
| **Duration:** | March’11-August’12 |
| **Job Profile:** | * Examining company client’s financial statement and analyses the trail balance to determine the audit works requirements. * Check supporting documents to substantiate the accounting records. * Assisting in preparation of audit report and supporting statements. * Preparing reports, commentaries and financial statements. * Quality Review of financial statements. * Recalculation of cash flow statements and preparation bank reconciliation. * Preparation of **IFRS** check list. * Client acceptance and client continuance procedures. * Journal screening and analyzing. * Roll forward of financial statements. * Undertaking reviews of wages and other allowances. * Liaising with managerial staff and presenting findings and recommendations. * Data analysis. |

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| **Educational Qualification:** |
| **Course** | **University** | **Specialization** | **Year** | **Mark (%)** |
| **Association of Chartered Certified Accountants (ACCA)** | ACCA Board, United Kingdom | Finance | 2009 to date | Completed **13/14** papers |
| **Bachelor Degree in Commerce** | Calicut University, India | Finance & Accounts | 2006-2009 | 67 |
| **Higher Secondary** | State, India | Commerce | 2004-2006 | 84 |
| **10th** | State, India |  | 2004 | 63 |

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| **Personal Strengths:** |
| * Excellent interpersonal and negotiating skills. * Quick to learn and grasp new system and procedures. * Ability to work to deadlines, under pressure, and the willingness to put in the extra hours when needed. * Responsible and Confident. * Positive attitude and hard working. * Highly motivated, Optimistic, and Devoted with excellent follow up skills. * Maintain excellent work relationship with associates. | |

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| **Computer Skills:** |
| * ERP software Packages - **Tally, Peachtree, QuickBooks**. * Proficient in major Office application such as MS Word, MS Excel, Power point. * Audit software Packages-**Audit Mate, Caseware**. | |

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| **Personal Information:** |
| **D.O.B:** | 01 – August – 1988 |
| **Marital Status:** | Single |
| **Religion:** | Islam |
| **Languages Known:** | English, Malayalam, \*Arabic and Hindi (\*Read and Write) |
| **Nationality** | Indian |
| **Visa Status:** | Job Visa |
| **Hobbies:** | Playing Football, Chess and Listening to Music |

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| **Declaration:** |
| I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief. | |