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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.  |