Mahesh

Accountant

Dubai-UAE

Email: [Mahesh-134594@2freemail.com](mailto:Mahesh-134594@2freemail.com)

Accomplished and dynamic Professional with over 14 years' Experience in Accounting and procurement. Technically proficient in Tally-ERP-9 Accounting software, MS Excel/Word/Access, have strong team- working and multi-tasking skills.

HIGHLIGHTS

* Ability to work cooperatively with seniors and all levels of accounting and non-accounting personnel
* Ability to learn proprietary systems quickly and easily.
* Ability to work under pressure and meet deadlines.
* Self confident, talented, accuracy.
* Dedicated to maintaining high quality standards.

PROFESSIONAL EXPERIENCE

General Trading company in Dubai

o From:09,h March 201 5 To 07'1' April 2019. o Position: Accountant

* Responsible for accounts payable/receivable.
* Structured in accounting system and implementation.
* Preparing monthly payroll.
* Direct reporting to the financial manager.
* Banks and receivable reconciliation statement.
* Preparing monthly financial statements.
* Ensure received goods are compatible with the purchase orders.
* Record and manage Fixed Assets invoices and related documents such as purchase orders, receiving and delivery vouchers etc.

Building Contracting company in Ajman, UAE.

o From: 17-January 2010-To 24lh August 2014 o Position: Accountant

* Responsible for accounts payable/receivable,
* Follow up on accounts receivables.

o Ensure received goods are compatible with the purchase orders.

* Bank Reconciliation and financial reports.



* Preparing monthly payroll. Preparing employees leave schedule & time sheet.
* Preparing monthly financial statements.
* Filing, keeping records of all office documentations.

Contracting company in Umm A1 Quwain. UAE

o From: 10-Novembcr 2005 - To 30-April 2008  
O Position! Assi-Accountant

* Responsible for accounts payable/receivable, petty cash,
* Bank Reconciliation and financial reports.
* Record and manage Fixed Assets invoices and related documents such as  
  receiving and delivery vouchers etc.
* Preparing monthly payroll.

M/S SALES TAX CONSULTANTS AND PRACTIONERS  
o From:06-June-2003 to-May-2005

o Position: Assi-Accountant

* Bank Reconciliation and financial reports.
* Calculate all the assets and liabilities of the company.
* Calculated the final contributions of the partners.
* Preparation of daily work completion schedule.

EDUCATION

Graduation :Bachclor Degree (Finance) from University of Calicut.

:Master of Business Administration-(HRM) Course completed (Bharathiar University)

Computer Skills : Tally ERP 9,Peechtree.MS Office-Word,Excel,Outlook Etc..

VISA STATUS AND OTHER INFORMATION

|  |  |
| --- | --- |
| Visa Status | Visit Visa- |
| Total Years in UAE | 12 Years |

purchase orders,

LANGUAGES

|  |  |
| --- | --- |
| English | Fluent |
| Hindi | Fluent |
| Arabic | Beginner |
| Malayalam | Fluent |

PERSONAL INFORMATION

|  |  |
| --- | --- |
| Age | 39 |
| Marital Status | Married |
| Nationality | Indian |
| Residing City | Dubai,U.A.E |
| Driving License | UAE VALID D/L |

DECLARATION

1. hereby declare that the given details are correct to the best of my knowledge and belief, and if you given a chance ro work in your company, I will make it beneficial to the company.

Dubai

Mahesh