**Gulfjobseeker.com CV No:** **1247472**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

Personal Information

**Date of Birth:** 22nd May 1987

**Citizenship** : Indian

**Visa Status** : Visit Visa

Summary

An Accountant with 3years’ experience in providing administrative and technical support in functional area of Finance/ Accounts

* Ready to prove ability when given an opportunity.
* Good organizational and time management skills that ensures timely execution of work.
* Dedicated with willingness to achieve, fast learner, flexible to work under pressure.
* Ability to communicate effectively and coordinate work with other staff members.

Career Objective

As an Experienced and motivated Accountant I am looking to further my career in a dynamic Business Environment

|  |  |
| --- | --- |
| Education And Qualification |  |
|  |  |
|  |  |

**Master of commerce (M.COM):** -Christ college Irinjalakuda India

Calicut University

Graduated: July 2010

**Class: First**

**Bachelor of Commerce (B.COM):**-PCAS, Ernakulum, India

Mahatma Gandhi University

Graduated: July 2007

**Class: First**

Employment History

|  |  |
| --- | --- |
| **Nov 2011 – Dec 2013:** **Accountant****Holiday Group****Ajman, United Arab Emirates** |  |
|  |  |
|  |  |  |

* Maintained all the aspects of accounting, auditing and payroll of the company.
* Helped in the preparation of quarterly financial statements of the company.
* Prepare Daily Revenue report & Bank MIS report of the Company.
* Record daily transaction of the Company in system.
* Review, verify invoice and check request.
* Set Invoice Up for payment.
* Enter and upload invoices in system.
* Track expense & Process expense reports.
* Post transaction in journal, Ledger and other account.
* Reconcile accounts payable transactions.
* Monitor accounts to ensure payment are up to date.
* Research and resolve invoice discrepancies and issues.
* Prepare analysis of accounts.
* Establish charts of accounts, and assign entries to proper accounts.
* Reconciles general and subsidiary bank accounts by gathering and balancing
* information.
* Prepare bank reconciliation statement.
* Finalise days balance and report to Chief Accountant.
* Investigate and reconcile discrepancies when they occur.
* Updates job knowledge by participating in educational opportunities; reading
* professional publications.

|  |  |
| --- | --- |
| **Oct 2010 – Nov 2011:** **Accountant Trainee****M.O Paoulose And Chartered Accountants Company****Mala,India*** Provide significant help and support to senior professionals to review an internal controls and procedures.
* Analyse and evaluate the accuracy of accounting systems and procedures.
* Review, develop and recommend changes in accounting systems and controls of a business.
* Check and inspect the accuracy of accounts receivable and payable ledgers.
* Study and test software and hardware systems of the company.
* Develop and maintain the clients and business partners' databases.
* Create and manage budgets, balance sheets and other related financial statements.
* Analyse and recommend changes in internal audit controls.
* Ensure compliance with local, national and federal audit policies and regulation.
 |  |

Skills Summary

* Positive and patient.
* Possess strong analytical and problem solving skill with ability to make well thought out decision.
* Excellent verbal and written communication skill.
* Highly trust worthy, discreet and ethical.

Skills

**Name:**Tally ERP 9, Microsoft Excel, Microsoft Word Etc

Language Proficiency

**English :** Read, Write, Speak

**Hindi :** Read, write, Speak

**Malayalam :** Read, Write, Speak

Advanced Training programme and achievements

* Undergone 30 days On the job training in **Kerala State Financial Enterprises**, Mala
* Undergone 30 days On the Job training in **Euro Air Voyage** at Cochin
* Undergone 30 days On the Job training in **Surya International airport star hotel** at Angamally
* Project titled “**Financial performance of K.S.F.E Ltd**-A study of Kerala State financial Enterprise” Submitted to Calicut University
* Project done –“**The Akkulam Tourist Village; Trivandrum in the Promotion of village** Tourism” Submitted to M.G University
* Participated Seminar titled ‘**Bank Audit**’ Conducted by Southern India Chartered Accountants Students Association (SICASA) at Cochin 09.April.2011

**DECLARATION**

I hereby declare that all the above information given is true and correct to the best of my knowledge and belief.

**Place: Dubai**