**Gulfjobseeker.com CV No:** **1272594**

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To get contact details of this candidates

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**Career Objective:**

Keen to work with dynamic and automated environment. Looking for an Opportunity where I can utilize my Professional Capabilities and Solid Experience to prove my technical skills and knowledge, especially in the area of formulation, implementation and follow up of Accounts and Finance.

**PROFILE:**

Having creative thinking and ability to motivate myself and team members to achieve the overall organizational goals, assigned tasks and ability to meet deadlines.

**Educational Qualifications:**

**B.Com. (Commerce)**

Bharathidasan University, Tamilnadu - India.

**Diploma in information Technology**

T.C.P.S Computer Center, Tamilnadu - India.

**Technical Skills:**

Operating Systems : Windows XP, **7**.

Packages : MS-Office.

Accounting Package : **Office Manager, Tally ERP.9** & easily adaptable to any software / Application package.

Typing speed **:** 35 wpm (Word per Minute).

**Work Experience:**

1. Worked as an **Accountant** in **M/s Alnaqeeb Electrical & Mechanical Works LLC** - **Dubai** from December 2006 to December 2012

**Job profile:**

* + Verify vendor bills and advise or make vendor payments
  + Monitor & review accounting and related system reports for accuracy & completeness
  + Preparing monthly stock statement
  + Preparation of Bank Reconciliation Statement(**BRS**)
  + Preparation of Stock Valuation
  + Interact with internal and external auditors in completing audits
  + Make sales invoices, credit note and sales journals
  + Produce regular debt and credit control information for senior management
  + Preparing ageing report for customers and sales executives and Payment follow up
  + Follow up LC and all the PDC Cheque and security Cheque
  + Manage the outstanding sales balances falling due and contact customers before the balances become overdue to confirm payments
  + Verify the cash Receipt and Payment Vouchers.
  + Prepare and submit the financial reports to the management: Receivables & Payable Statement, Bank Reconciliation.
  + Assist Accounting Manager in handling the day to day matters.

1. Worked as an **Accountant** in **M/s. Bethesda Inn M.G.M Resorts at Velankanni – India.** from Feb - 2003 to Nov - 2006

**Job profile:**

* + Maintaining cash book, bank book, ledgers and petty cash book.
  + Bank Reconciliation Statements and Handling Banking Activities.
  + Preparing Transfer entries, Journal entries Broadsheet of advances expenditure statement under different heads.
  + Correspondence with sub offices of Buy sells scheduling of meeting, drafting notes and letters.
  + Maintaining personal files of official / officers, medical claims etc.
  + Preparation of financial statements i.e. Balance Sheet, Profit/Loss Account, Cash Flow Statement.
  + Assist Accounting Manager in handling the day to day matters.

**hobbies:**

Reading Books, Playing Badminton, Gardening and Social works.

**Personal Profile:**

Date of Birth **:** 14 / 01 / 1982

Gender **:** Male

Nationality **:** Indian

Religion **:** Islam

Marital Status **:** Married

Languages Known **:** English, Tamil & Hindi

**Declaration:**

I hereby affirm that the information given above is true to the best of my knowledge and brief.

**Place: Yours Faithfully,**

**Date:**