238614@gulfjobseekers.com



# Career Objective :

* To pursue a growth-oriented career with a progressive company that provides a scope to apply and utilize my knowledge and skills with continuous Improvement while contributing my best to my work and profession.

# Job Experience :

* Currently Working as an **Account Assistant – (Management Accounts)** in **Rising Star Trading L.L.C. Dubai, United Arab Emirates**. from **26th May, 2013**
* **1 Year** **Experience** as a **Senior Executive Account & Financial Services** (Accounts Payable) in **Serco (Process - ECU Line)** from 9th May, 2012 to 19th April, 2013.
* **6 Months Experience** as an **Accounting Structural Analyst** (In XBRL US-Process) from 5th Sep, 2011 till 29th Feb, 2012 in **IRIS Business Services Limited**.

# Roles and Responsibilities :

* **Rising Star Trading L.L.C. Dubai, UAE (Account Assistant - Management Accounts)**
* Bank Reconciliation.
* Internal Auditing.
* Petty Cash and Accounts Payable.
* Checking and Verifying Vouchers, Bill and Invoices.
* Maintaining detail records of Cheque Issued, Promissory Note, Expenses, Suppliers A/C, Customer A/C and Associates.
* Entering all Transaction Accounting Entry (Journal Voucher, Payment Voucher, Receipt Voucher, Internal Company Transaction and Post Dated Cheques Entries Etc. and updating it in Iscala - (Accounting Software).
* Solving Query and issues.
* Email writing and follows ups.
* **Serco (ECU LINE - Accounts Payable)**
* Booking Invoices in Tech Soft Account ACC.
* Linking the Invoices and Preparing Pay-ref list.
* Self Auditing and Maintaining detail records of Invoices.
* Exporting data and sending to Client through E-mail.
* Solving Query and issues regarding Invoices.
* Email writing and follows ups with Client and Vendor.
* **IRIS (US Merrill - Detail Foote Note)**
* Analysing the Financial Statement of different Companies and converting them into XBRL Format.

# Educational Qualifications :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exams** | **School / College** | **Board / University** | **Year of Passing** | **Percentage** | **Remark** |
| **B. COM.** | N.K.T.T. Degree College of Commerce. | Mumbai University. | 2011 | **64.86 %** | **First Class** |
| **H.S.C.** | N.K.T.T. Junior College of Commerce. | Maharashtra State Board. | 2008 | **68.67 %** | **First Class** |
| **S.S.C.** | Symbiosis Convent High School. | Maharashtra State Board. | 2006 | **60.26 %** | **First Class** |

# Other Professional Qualification :

* **Certified Industrial Accountant Course (CIA)** from The Institute of Computer Accountants **(ICA)** secured grade **“A”.**
* Maharashtra State Certificate in Information Technology **(MS-CIT)** secured **First Class**.
* **Accounting Tally**, from Kutchi Indian Technical Institute, secured grade **“B”**.

# Areas of Interest :

* Accounts & Finance.

# Software Know – How :

* **Well versed with various office application packages and mail programs :**

**Office Packages :** MS Office 2007 - MS Office Word, Excel and Power Point.

**Accounting Software. : Iscala,** Tally 9 ERP, ACE, ERP, SARAL Pay pack, XBRL Taxonomy and Account ACC.

# Skill and Strength :

* Confident and Honest.
* Reliable and hard working.
* Dedicated towards Profession.
* Quick learner and Adopted to new things.
* Attention to detail, Very Ambitious and Focused.
* When I commit for doing something, I make sure it gets done.

# Personal Achievements :

* Bronze Medal in 800. Meter Running Race in the Inter College Competition held by D.S.O. Thane, Taluka.
* Player of Winner Team of Volley Ball in Inter-Zonal University Tournament and played Cricket at inter college Level.
* Certificates and Medals in Scout of Rana Pratap Scout Unit of Maharashtra State Indian Scouts and Guides and in Inter School and College Competition and Annual Sports.
* Elementary and Intermediate Grade Drawing Examination, Conducted by Art Examination Committee, Maharashtra state. Secured grade “C”.