Shah

[Shah.242445@2freemail.com](mailto:Shah.242445@2freemail.com) 

**ACCOUNTANT**

**PERSONAL SUMMARY**

An adaptable resourceful and enthusiastic acoountant who has extensive experience of having a wide level of general responsibility for monitoring and reconciling a company’s accounts. A strong communicator with excellent inter personal skills acknowledge of KPI reporting and assisting in the production of monthly management accounts. Contributing extensively to team work and always displays a willing and helpful manner when resolving, analyzing and investigating Now looking to further an already successful career by working in the finance department for an ambitious and expanding company.

**WORK EXPERIENCE**

Central Private Hospital Sharjah, U.A.E

**Accountant July 2012 – Present**

NGO Firm-social Organization, Coventry Raibareli, uttar Pradesh india

**Accountant July 2010 to July 2012**

**PROFESSIONAL QUALIFICATIONS**

Tally ERP.9 Accounting Software

DCA Diploma in Computer Application.

Diploma in Computer Application in urdu language.

**ACADEMIC QUALIFICATIONS**

B. COM Commerce

Kanpur Univercity, india2010 - 2012

**KEY SKILLS AND COMPETENCIES**

* Extensive knowledge of excel spreadsheets
* Extensive knowledge of MS words.
* Tally ERP.9 Accounts software.
* Extensive knowledge of DTP photo soft.
* Excellent customer service & communication skills.
* Inputting invoices onto a sage 200 system.
* Ability to handle large volumes of invoices.

**Dudies:**

* A ccounting for payables and receivables
* Posting journals to accounting system and extraction of reports
* Petty cash payments
* Bank Reconciliations
* Intercompany recharges and reconciliations
* Reconciliations of debtors and creditors
* Processing of payments and collection of recievables
* Filing
* Accounts hundle and Tax manager in a variety of business roles.
* Reconcilling petty cash.
* Balance sheet reconciliations.
* Salary entry and reconciliation.
* General ledger entry including accruals and prepayments.
* Dealing with statutory returns.
* Assisting internal/external auditors with queries.
* Chasing outstanding customer accounts.
* Resolution of invoice queries including credits.
* Assisting with sales /purchase ledger duties, cash books and payroll.
* Communicating clearly and effectively with the accounts team.
* Monthly / quarterly management accounts preparation.
* Accounting in the preparation of year end accounts for clients.
* Registering clients for VAT and PAYE

**PERSONAL DETAILS**

DOB – 01/10/1988

Nationality - Indian