Bobby

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**Career Objective**:

To pursue a challenging career as an Accountant to work with a team of professionals to meet challenges and to work towards excellence in the industry through continuous improvement in quality, training and motivation for the profit earning of the industry and thus will utilize my ability in the development of the organization and my career improvement.

**CAREER SUMMARY**

* **A professionally qualified Accountant(B.Com, PG Diploma in Business Administration) having 14 years** of extensive experience in Accounting and administrative fields in reputed Industries in **UAE**.
* Currently working in as **Sr. Accountant** in Grand Service station of **M/S BuHaleeba Group of Companies** based in Dubai, UAE.
* Dealt with full cycle of accounting practices in a reputed Audit firms and other reputed companies in India and worked extensively with Auditors & Accounts Managers to gain understanding of Accounting practices and Financial Analysis in India & UAE.

***Key skill sets***

* Expert in processing of Accounts Payable & Receivable.
* Manage day to day financial transactions and control petty cash management.
* Able to ensure General Ledger entries are accurate and are in line with Company policies & procedures.
* Expert in Project operations& Credit Control and Financial Management.
* Expert in preparing Financial Statements via, Trail Balance, P&L Account, Balance Sheet
* Ensure timely and accurate processing of payments and verification of Closing Stock Statement.
* Skills in Computerized Financial & Accounting practices.

### ***PERSONAL strength***

* Knowledge in accounts & finance functions and handle MS Office Applications efficiently.
* Strong analytical & problem solving skills, with an ability to make thought out decisions.
* Excellent leadership qualities & can handle multiple tasks.
* Can work under pressure & meet deadline and learn and implement new methods and strategies.
* A team player, always result oriented, fast learner.
* Good Communication skills in English & Hindi

***Job Profile*:**

1. **Company : BuHaleeba Group of Companies, Dubai -**One of the reputed company engaged for

Construction, Automobile facility management etc. having 1200 employee strength.

**Position : Sr. Accountant (March, 2000 to till date)**

**Work Profile**

* Verification of payment vouchers with related documents such as invoices, delivery notes, bills by considering terms of reference of purchases/ expenses of the following:

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* Bills/invoices of DEWA relating to Electricity, Water and Telephone& Internet.
* Bills of Traveling expenses of all company staffs relating to business trips and other bills/invoices relating to company vehicle expenses.
* Bills/ invoices of interior maintenance of office, Printing & Stationaries, rents, advertising expenses, furniture & fittings expenses, Staff medical expenses, Company’s general expenses etc.
* Prepare JVs and book the above expenses in to the concerned ledger accounts through Financial Accounting Software package system.
* Dealing all insurance of Employees’ medical Insurance, Company’s vehicles, equipment & Machineries and other assets accounts.
* Prepare and clear Bank reconciliation and other various types of reconciliation statements such as monthly salary advance statements & deduction statements, Statements relating to DEWA Bills paid and payables and handling other company’s petty expenses.
* Verification of books of accounts and TB on monthly basis and clarify the queries of internal auditors and preparing Financial statements such as P&L a/c, Balance Sheet.
* Dealing with all Corporate Banks in all segments of Transactions.
* Dealing with all Clients and consultants in terms of certificates and payments.
* Assist to External Auditors on preparation of Accounts schedules, Finalization of accounts.
* Estimate Project Costs and generate Financial Reports of other Accounts Statements in connection with Business Transactions.

**Reporting to General Manager**

1. **Company: M/S** U.M.T &CO, C&F AGENTS of ACC Cements- **Tata Group, India**

**Position: Accounts Executive**(February 1997 to 15th December 1999)

**Work Profile:**

* Day-to-day accounting work which consist of Journal entries, Collection of Payments, etc.
* Preparation of Bank Receipts and Cash Payment Vouchers.
* Handling branch accounts up to finalization & MIS Reports Preparation.
* Creating presentation of analytical data of various companies’ financial positions through excel and power point presentation and generating reports as directed.
1. **Company**: M/S Maqbool Sha & Co., Chartered Accountants, India

**Position** : **Audit Assistant** (April 1994 to December 1997.)

**Work Profile**:

* Dealing with all types of accounts works assigned by Chartered Accountants in connection with various companies audit and accounts finalization works.

**Educational Attainments**:

**Bachelor in Commerce (B.Com),**Kerala University, India

**Post Graduate Diploma in Business Administration.**

**Computer Literacy:** Proficiency in MS Office – MS Word, Excel, Power Point, E -mailing – Outlook express etc.

and Working Knowledge of Accounting package- **Tally, Daceacy**

**Language Proficiency** : English, Hindi, Tamil, Malayalam

**Personal Information:**

Nationality : Indian

Gender & Marital Status : Male, Married

Age & Date of Birth: 42, 25/08/1972

I hereby declare that the above information are true and correct to the best of my knowledge.