**First Name of Application CV No 1681110**

Whatsapp Mobile: +971504753686



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**CARRER OBJECTIVE**

Seeking for a career in commerce where I can utilize my skill and knowledge, which I have acquired during my Experience. I am willing to work where I can prove my abilities. At the same time I would like to dedicate myself for the prosperity and growth of the organization.

**PROFESSIONAL EXPERIENCE**

* **BOSTAN FOODSTUFF TRADING LLC**

**DUBAI , UAE**

**(April 2014 – Present)**

*Designation* : **Accountant**

**Duties and Responsibilities:**

* Finalization of Accounts
* Manage Accounts payable and Accounts Receivable
* Preparing Purchase and Sales Invoices
* Preparing Receivable and Payable
* Preparing Receipt Voucher and Payment Voucher
* Preparing cheques to the Supplier
* Bank Reconciliation
* Preparing Statements of Accounts
* Preparing Purchase Order
* Interact with supplier on a day to day basis
* Coordinate with Customers and Supplier about order status
* Performed general office duties & clerical works

**Store in Charge – 4 months**

**Duties & Responsibilities**

* Receive & inspect all incoming material and reconcile with purchase order; process and distributes documentation with purchase order.
* Handling documents storage and transportation of hazardous materials
* Maintain the warehouse record area and store area in a neat and orderly manner.
* Arranging materials in a proper manner. Bins should be allotted to each and every items.
* Coordinate & supervise the duty of the staffs under the control.
* **M/S ANITHA ASSOCIATES**

**TAX & PROJECT CONSULTANTS, Trivandrum**

**(1thjune 2012 to 5th July 2013)**

*Designation:* **Accountant Cum Audit Assistant**

**Duties and Responsibilities:**

* Finalization of Accounts
* Handling Sales Tax, Service Tax, Income Tax Return Filing
* Bank reconciliation
* Prepare & Finalize VAT Return, CST, TDS Return
* Accounts Receivable and Accounts Payable Management
* Handling day to day transactions
* Entries of Cash Book, Sales Bills & Purchase Bills
* Daily accounting the incoming and outgoing funds through banks
* Statutory Audit.
* **VODAFONE CELLULAR LTD**

**(3th August 2013 to 10th January 2014)**

*Designation:* **Back Office Executive**

**Duties and Responsibilities:**

* Assist and support administrative staff in their day to day operations.
* Assist and coordinate with sales and marketing teams.
* CAF Entering.

**QUALIFICATIONS**

* **MBA in Finance**  from ICFAI university under distance education at present
* **Bcom** passed from Kerala University in 2012
* **12th Commerce** passed from Board Exam in 2009
* **10th** passed from Board Exam in 2007

**SKILLS/STRENGTHS**

* Having a friendly and engaging personality.
* Comfortable working with members of the public.
* Verbal and written communication skills.
* Good qualitative aptitude along with excellent gasping power and eagerness to learn.

**technical credentials**

# Tally, Taxation, MS office, html, Photoshop

**Personal Details**

Date of Birth : 23-05-1990

Nationality : Indian

Marital Status : Single

Languages known : English, Malayalam, Hindi and Tamil.

**Declaration**

I hereby declare that the above information is true to the best of my knowledge & belief.

Place: Dubai