****

**CURRICULUM VITAE**

**NARESH**

[**NARESH.281882@2freemail.com**](mailto:NARESH.281882@2freemail.com)

**Objective:**

Seeking a challenging job in Accounts environment where I can utilize my all abilities and calibers in my field ○ expecting to have full freedom in work to provide better performance ○ like to be responsible in the job and being a part of company success ○

**Academic Qualification:**

M. COM appearing.

TYB Com. from Mumbai University with second class in the year 2010-2011.

H.S.C from Mumbai Board with second class in the year 2007-08.

S.S.C from Maharashtra Board with first class in the year 2005-06.

**Academic Certificate:**

Certificate in MS Office ,

Tally ERP 0.9

Certificate of Typing English & Marathi, etc

Holding valid UAE Driving License.

**Work & Experience:**

* Total more than 4 years and 5 months Experience in Accounting field.
* Now working in Dubai Stargems LLC as on Accountant from Feb 2013 to Till Now.
* Experience of Accounting in Dubai(U.A.E) in Rabig International Trader (JLT) from Nov2011 to Jan 2013.
* 2 year experience as an Accountant under Chartered Accountant in Vasai at K. R. Doshi & Co. on accountant Post. (November 2009 to October 2011)
* 8 Months in Tulsi Finance Company from Feb 2009 to October 2009.

**Job Responsibilities:**

**Goodly Precious Jewellery Trading LLC**

* Establishing, maintaining & coordinating the implementation of
* accounting and accounting control procedure
* Making cheque of the Party, Bill wise.
* Record all Bank transaction in Tally ERP 9 and Making Bank
* Reconciliation.
* Making TT to our Debtors behalf of our Account Manager.
* Making Debtors and Creditors analysis.
* Making cheque of the Party, Bill wise.
* Recorded Entries in the Bill Books and in the Tally.
* Maintaining accounting record and preparing accounts and management
* information.
* Arranging Purchase and sales, Collecting and Payable to the creditors etc.
* Preparing Financial Statement including monthly and annual accounts.
* Preparing Profit and loss statement & monthly closing stock reports.
* Arranging Purchase and sales, Collecting and Payble to the creditors etc.
* Sales and Purchase experience.
* Sales and Purchase Invoice of parties.
* Maintaining Inventory Sock in Tally and Excel.
* Maintaining Petty Cash and Making all records in tally and Excel.
* Send email to customer about receivable and reply to email of suppliers
* about Payments.
* Maintaining summary stock and Preparing monthly stock statement.
* Making Sales, Purchase, All baking transaction in Visual Wingold software.

**Rabig International Traders (JLT) Dubai**

* Recording Entries in the Bill Books and in the Tally.
* Maintaining accounting record & preparing Report.
* Preparing Financial Statement including monthly and annual accounts.
* Preparing Profit and loss statement & monthly closing stock reports.
* Arranging Purchase and sales, Collecting and Payable to the creditors etc.
* Sales and Purchase experience.
* Maintaining summary stock and Preparing monthly stock statement.
* Maintaining Inventory Sock in Tally and Excel.
* Check all copies of purchase orders and all relevant document received
* from Purchase Department and to verify the correct cost coding.
* Received suppliers invoices, payment claims and other related payment
* document and check all items in the invoice against supporting
* document to ensure accuracy and to verify proper and approved procedures.
* Process of payment runs for vendor invoices and employee claims and
* forward to Chief Accountant for review and processing of payment by
* Cheque, Bank Transfer or Bank Draft.
* Prepare and issue confirmation letters to vendors Paid Transfer or Bank
* Behalf of Account Manager.
* Reconcile credit card statement against Receipt and supporting
* documentation and Prepare Credit card summary payment
* report and forward to Account Manager.
* Making all transaction of Bank (Deposits, Withdraw) and Reconcile bank
* Statement against Cheque Book and Slip Book.
* Prepare Debit Notes and Monthly Statement for Debtor’s account for
* control and Reconcile to ensure proper maintaining of the company.
* Reconcile Receipt against Sales Invoice and receivable from Debtors
* Perform other similar or related duties as and when assigned by Account
* Manager.
* Managing administrative functions.
* Loading and Unloading exports and Import container management in
* Warehouses

Administrative of Containers books ,Making Loading List of Export

* Containers, and Import Containers etc.

**K R Dhoshi & Co. (Under CA)**

* Prepare Profit and Loss Account and Balance Sheet Report to Manager.
* Recorded entries in the Bill books and in tally or in PC
* Recorded Purchase and Sales entries in Bill Book and in PC.
* All about Work and Duties of Accountant I will accepting.
* All Banking transaction.
* TDS transaction showing
* Audit of Purchase, Sales, Bank Of Proprietory company.
* Maintaining Inventory of Stock of all Items in Tally and Excel.
* Calculation of MVAT and CST.
* Prepare VAT competition.
* Calculation of Service Tax and Prepare Service Tax Competition Etc.
* Making all entries regarding Bank transaction and Reconcile Bank
* Statement against Slip Book and Cheque Book of Company.
* Calculates Excise Tax.

Etc.

**Core Skills:**

* Very good analytical and planning qualities.
* Ability to perform best in pressure and critical situation.
* Desire to learn, explore and update.

**Personal Details:**

Date of Birth: 21th March, 1988

Nationality: Indian

Gender: Male

Languages: English, Hindi, Marathi.

Hobbies: Reading, Music, Singing, Swimming