

Contact HR Consultant for CV No: 319128

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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Eager to invest significant contributions towards the development of an organization through a challenging opportunity by dedication, hard work and professional skills.

**Professional Synopsis**

A dynamic professional with **over 5 Years** of rich experience in **Finance, Accounts, Payroll** Skilled in reviewing Accounts& Quarterly report as well as collating all qualitative and quantitative information to send feed back to Business owners & Customers, Cash flow, Finalization of accounts& Sales report.

**Organisational Experience**

**Apr-2014 to Still Working in the role as Accountant in Al Qudwa Foodstuff Co.L.L.C ,Deira, Dubai**

**Sep-2011 to Feb-2014 – Worked in the role as Accountant in Shabari International (Manufacures & Exporters of Hand Woven Fabrics & Made-ups) Kerala, India.**

**Academics**

**Bachelor of Commerce** from Calicut University Kerala India-2009.

**Functional Skill Set**

**Finance Management**

* Financial statement analysis
* Finalization of accounts
* Preparing Cash flow Statements
* Preparing purchase and Sales Invoice, Monitoring accounts receivables and payables, PDC Entry
* Preparation of Payroll
* Payroll processing , Bank payment gateway
* Prepare M.I.S Report
* Petty Cash maintenance and petty cash voucher preparation
* Maintaining Inventory
* Handling office administration Works
* Preparation and submission of monthly VAT return to the Govt.

**Accounts Receivables**

* Analyse Customer Accounts
* prepared, printed and mailed statements to Customers
* Generate Weekly Ageing Report
* Determine Payment terms with Customers
* contact delinquent customers to secure payment
* monitored credit limits
* investigate and resolve billing and account discrepancies

**Operations Management**

* Encouraging and supporting Purchase and sales to participate and collaborate with initiatives and programs to increase productivity.
* Managing communications between Process owners and Business owners and maintaining clear channels of communication for smooth implementation of team activities.
* Conducting periodic review of appointed and termination of employees for the payroll processing about new plans and initiatives taken by business owners and process owners.
* Co-ordinate with the bank for transfer funds from Various account

**Computer Skills**

* **knowledge of computerized Accounting in Tally 9, Quick Books & Peach Tree**
* **MS (Word, Excel, PowerPoint & Outlook), DMS, Inventory control (fox pro ) e- mail**

**Training Attended**

* **Six month Trained from Tax Practitioner’s S.R.R Associates,Kannur**during the period of 2009-10
* First Aid training attended During the Work of **Shabari International** in 2012-13.

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| **Personal Sketch** |  |  |
| **Date of Birth** | **:** | **25thMay1988** |
| **Languages** | **:** | **English, Hindi, Malayalam, Tamil** |
| **Visa Status** | **:** | **Employment Visa** |
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**Declaration:**

**I hereby declare that all the information furnished above are true and correct to the best of**

**my knowledge and belief.**

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| **Date:** |  |  |