

Contact HR Consultant for CV No: 329976

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**Profile**

* Experienced more than 10 years in Accounts.
* Capable of handling both manual and computerized accounts up to finalization.
* Ability to co-operate with superiors and co-ordinate subordinates.
* Deep Knowledge and experience in using financial applications like Quick books & Tally
* Expert Knowledge of Computers

Working Experience

**Senior Accountant**

**Johnny Rockets Br. of Al Faris Restaurant LLC. Dubai, UAE**

***From May 2006 – June2016***

* Daily routine accounting.
* Preparation & presentation of financial report-Profit & Loss Account, Balance Sheet and supporting Schedules.
* Preparation of monthly & quarterly management account .
* Calculations of monthly and yearly asset depreciation for all the 14 outlets & entering.
* Monthly provisions calculation & booking of Gratuity, Vacation & Air ticket.
* Review all the analysis which accounts team prepared.
* Monthly inventory finalization.
* Bank reconciliation statement on weekly & Monthly basis.
* Branch reconciliation of 14 outlets & HO on monthly basis.
* Payroll: - time sheet arranging, manual checking of time sheet, calculations, entering to books of accounts and all the related work until WPS transfer to the staffs account.
* Final payment preparation & HR co-ordination.
* Dealing with banks, Suppliers & Customers.
* Follow up with debtors & analysis of debtors aging.
* Daily routine works of banking & finance.
* Preparing of Business letters and documents.
* Preparation of monthly sales, purchase, and stock reports.
* Petty Cash & Voucher.
* Prepare local Purchase Order, Checking and Recording the Material Inwards and –Outwards.
* Making the payment to local suppliers.
* Preparing costing of products and controlling the inventory.
* Assisting the office administrator in his routine work.
* Computerized Accounting up to finalization.
* Related duties as assigned by the Management.
* Supporting Accounts team.

**Assistant Accountant**

**Joy Associates Sales Tax Practitioner, Thrissur, Kerala, India.**

***April 2005 – March 2006***

* Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
* Maintaining Petty cash and Income and expenditure
* Maintaining of day to day banking functions, including Bank Reconciliation Statement, Cash Disbursement
* Prepare P/L on Monthly basis.
* Handling and maintaining up to finalization

**ACADEMIC EDUCATION**

* Bachelor of Commerce, University of Calicut. India
* Pre- Degree (Commerce), University of Calicut. India
* SSLC - Board of Examination, Govt of Kerala, India.

###### COMPUTER SKILLS

* Accounting packages, Tally & Quick Books
* Microsoft office.
* Internet: Expert in browsing, Net Surfing, Letter Drafting, billing

###### PERSONAL PROFILE

Date of Birth : 25/05/ 1981

Gender : Male

Nationality : Indian

Marital Status : Married

Visa Status : Visit Visa

Languages Known : English, Hindi and Malayalam

**DECLARATION**

I hereby declare that all the above given particulars are true to best of my knowledge and belief.