**SAHAYA**

**SAHAYA.337720@2freemail.com**

**Accountant**

**CAREER OBJECTIVE:**

Seeking a position in **Accounts & Finance** with a reputed organization where my potential matches the organizational growth and contributes for the achievement of my career and equip myself with rich skills, hard work.

**CAREER PROFILE:**

* 7+ years experience in Accounts with Food Industry in UAE
* Hold Master of Science (M.Sc., Chemistry)
* Knowledge in Focus & MS Office applications
* Hard working, Proficient, prearranged and detail-based professional with extensive knowledge in accounting works
* Hold strong logical and crisis handling skills, with the aptitude to formulate well planned decisions
* Highly dependable, cautious, principled and loyal
* Original in the completing projects, efficient in multi-tasking and submitting projects within deadline periods
* Team Management Skill

**EXPERIENCE:**

**Chief Accountant,** M/s. FIT FRESH LLC (Albwardy Group), Dubai (7+ years).

* Accounts Payable for more than 200 suppliers
* Responsible of Accounts Receivables
* Verifying Journal Entries, Debit Note & Credit Note
* Processing of Salary in WPS and Bonus Payment. Commission and Bonus Calculation and accruals
* Calculate Annual Leave Salary around 300 staffs
* Preparing Monthly Balance Sheet and P&L account
* Fixed Asset Management
* Reconciliation of bank statements
* Cash Flow Forecast
* Review and Update of Debtors and Creditors Ageing Report
* Handling Petty Cash in Daily Basis
* Foreign Currency Exchange Differences Revaluation
* Calculation of Term loan Interest
* Deposit Entry and refund entry ( Electricity & water, Immigration deposit, Security Deposit, Customs deposit)
* Supervising Sales invoice team & purchase invoice team
* Control and manage all [accounting](http://www.olx.in/q/accounting/c-254) records including source documents.
* Monitoring Inventory, Office Stock and other necessary
* Handling Financial Audit
* Visa Processing
* Leading, Identifying the team and reporting to the management
* In addition to the above, managed the Logistics In Charge Activities during absence of the In Charge

**ACADEMIC QUALIFICATION:**

* Master of science in Chemistry ,India, 2007-2009
* Bachelor of Education, India, 2004 - 2006

**TECHNICAL QUALIFICATION:**

* Focus 7 software Accounting in system
* Windows 2007, XP, Internet & outlook
* M.S.Office

**EXTRA CURRICULAR ACTIVITIES**

* Volunteers’ Coordinator in St. Mary’s Catholic Church, Tamil Community, Dubai during 2013 – 2015
* Participated Cricket Tournament among Al Bwardy Group

**PERSONAL PROFILE**

 Date of Birth : 15-07-1982

 Gender : Male

 Marital Status : Married

 Languages Known : English, Tamil, and Malayalam

Nationality : Indian

 VISA Status : Employment Visa

**DECLARATION:**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.