**CURRICULUM VITAE**

**Application for the post in Accounts**

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**Subaida**

C/o-Mobile no.: +971504973598

E-mail address: [subaida.344726@2freemail.com](mailto:subaida.344726@2freemail.com)

PROFICIENCES

* Can do Accounts up to Finalization
* Well experienced in all Accounts related matters
* Experienced in Oracle (ERP), tally & Quick books
* Good administrative skill and strong sense of responsibility
* Well experienced in dealing with banks
* UAE Driving license.

**WORK EXPERIENCE**

Company : FIMX Mechanical Services, Dubai, U.A.E.

Nature of Business: Tools Manufacturing & Mechanical works

November, 2014 – 8th January, 2017

Position : Accountants Manager

Company : M/s. Arab Beverages, Dubai, U.A.E.

Nature of Business : Beverages Manufacturing, Trading, Importing & Exporting

(January 2011 – September,.2014)

Position : Senior Accountant

Company : M/s. Global Engineering Systems,saif zone, Sharjah,

Nature of Business : STP Installation, Green engg.

UAE.( May 2004 - November 2010)

Position : Accounts Receivable

**EDUCATIONAL QUALIFICATION**

Bachelor in Commerce : From Calicut University, Kerala, India

Diploma in Typewriting : Higher grade in English & Malayalam (70 wpm)

Diploma in Accounting : Tally, Peach tree

Diploma in Ms Office : Word, Excel, Power point, Access, Internet

Now Doing MBA : From Karnataka University.

**Job Responsibilities:**

* Responsible for the managing and forecasting cash flow.
* Does Intercompany reconciliation
* Prepares the monthly schedules and amortization of Prepayments.
* Responsible for Year end and Month-end closing, prepare monthly Financial Statements Reporting package and same time review and analyse the report before submitting to Managing Director and Financial Controller for further review.
* Does the monthly Bank reconciliation Does monthly management report
* Liaise with Auditor for audit engagement.
* Budget Forecast and other reports.
* Resolve accounting discrepancies and irregularities
* Reconcile the Bank account, Debtors & Creditors Account and employees account.
* Management reporting (MIS)
* Fund Management
* Preparation of Monthly Payroll
* Preparing monthly operating statement and financial statement and prepare the management reports.
* Follow up the clients to Formulating the Policies to Receivable Collection process and Adopting Different method to avoid the bad debts .
* Preparation of Project reports.
* LC documentation.
* Check the Purchase Order/Check Request for payment prepared by assistant accountant, making sure that payment made is authorized and properly supported by required documents, ensuring account codes & cost centre are correctly identified.
* Continuous management and support of budget and forecast activities
* Financial audit preparation and coordinate the audit process
* Prepare emails and faxes as well as memorandums and other internal notices from the desk of the executive office.
* Act as central fax operator and receives all general faxes forwarded at the company’s central fax system and route enquiries, quotations and other incoming fax correspondence to other departments while maintaining an organized filing system for the same.
* Maintain a regularly updated database of all the suppliers, clients and other contacts for mailing and easy communication purpose.
* Safe keep all the confidential important files and other legal documents of the company and regularly maintain an organized functional filing system of all general files to facilitate easy for others.

**PERSONAL DETAILS.**

Status : Married

Religion : Muslim

Languages known : English, Hindi, Tamil & Malayalam

Declaration:-

I hereby declare that the statement mentioned above are true and to the best of my knowledge and belief.

Yours truly,