**RESUME**

 KAMAL



**Dubai, UAE**

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**Email:** kamal.345117@2freemail.com

 **Date of Birth:** 2nd May 1986

**PROFESSIONAL PROFILE**

**8+ years of work experience on company financial account operation which provides substantial knowledge in regulatory reporting, accounting operations and financial management. Furthermore, I have the ability to effectively and accurately response to financial inquiries of potential clients. In addition, my work experience provides a venue to build excellent relationships with my colleagues, supervisors and clients.**

**SKILLS:**

* A self starter with the capability of learning quickly in a fast-paced environment.
* Punctual, reliable and willing to work overtime when needed.
* Ability to communicate effectively in oral and written English
* Strong organizational skills to manage multiple tasks and complete them on time.
* Strong customer focused service skills.

### UAE Employment History

**Senior Accountant**

**From March 2010 to November 2015**

**Nigma Lifts Inst. & Maint. LLC**, P.O Box 52332 Dubai, UAE.

**Job Duties:**

* Daily cash Flow and Journal Voucher Entry.
* Bank Reconciliation.
* In depth knowledge in cash flow analysis and forecasting.
* Monitoring of bank accounts.
* Participate in month-end close activities including the preparation and review of journal entries and review of budget-to-actual reports.
* Preparation of monthly and annual financial management reports, profit & Loss account and balance sheet and other reports.
* Payroll which includes payroll preparation, cash advance, loans and other deduction and preparing in **WPS** (Wage protection system) method as per UAE Law.
* Review and preparation for account payables and disbursements as per the schedule.
* Reconciliation of receivables and collection of customer’s outstanding accounts.
* Reconcile general ledgers, post journal entries.
* Petty cash replenishment.
* Consolidation, inter-company transactions and reconciliations including foreign currency accounting.
* Follow up the overdue payment from customers sending reminder letter, emails & organizing a meeting with clients and every follow ups reporting to the management.
* Participate in management meetings recommends financial actions by analyzing accounting options.
* Interface with management in various departments, including engineering, sales operations, IT and legal.
* Secures financial information by completing data base backups.

**Account Payable Clark**

**From March 2007 to 2010**

**Nigma Lifts Inst. & Maint. LLC**, P.O Box 52332 Dubai, UAE.

**Job Duties:**

* Match purchase orders to invoices and enter invoices into computer
* Reconcile processed work by verifying entries and comparing system reports to balances
* Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries
* Pay vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, resolving purchase order, contract, invoice, or payment discrepancies and documentation.
* Pay employees by receiving and verifying expense reports for advances; preparing checks
* Maintain accounting ledgers by verifying and posting account transactions
* Respond to all vendor inquiries.
* Verify vendor accounts by reconciling monthly statements. Enter new or update vendor names and data.
* Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures
* Protect organization’s value by keeping information confidential
* Assist in month end closing
* Assist with other projects as needed
* Update job knowledge by participating in educational opportunities

### Education

### Graduate in BBA (Bachelor of Business Administration & Accounting) in Bharathidasan University, Tiruchirappalli, Tamil Nadu, India (Year 2003 – 2006)

* Higher Secondary Course Certificate **(H.S.C.C )** passed in Year 2003
* Secondary School Leaving Certificate **(S.S.L.C)** passed in Year 2001

### IT Expertise

**Special Software: PACT** accounting software(complete accounting package)

* Financial accounting on Software ( Tally 4.5, 5.4, 6.3, 7.2)
* Basic of computer.
* Working Knowledge of MS-Office.
* Working Knowledge of Internet.

### Special Skill

* **UAE** Light motor vehicle license

### Languages:

### English, Tamil & Hindi

### Personal Information

**Nationality** : India

**Marital Status** : Married

**Religion**  : Muslim

**Visa Status** : Visit Visa