**REEMO**

**REEMO.359292@2freemail.com**

**ACCOUNTANT**



PROFESSIONAL PROFILE

A result driven versatile professional currently in, Dubai with rich experience of working with renowned organizations and successfully propels accounting functions with impressive achievements. I’m a dynamic, results-driven individual with diverse, progressive experience of 2years experience.

OBJECTIVE

I’m currently Seek to obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career. Looking for a role will make best use of existing skills and experience in accounts whilst enabling further personal and professional development.

CAREER SUMMERY

**Family Plastics & Thermo ware Pvt.Ltd, Trivandrum, Kerala as Jr. Accountant**

**Key Responsibilities**



* Preparing and analyzing accounting records and financial statement.
* Assigning entries to proper accounts & preparation invoices.
* Receipt of collections, banking & posting.
* Preparing bank reconciliation statement.
* Billing invoices, Declaration notes.
* Preparing daily, weekly, monthly reports to management.
* Enter day to day Stock management.
* Verify customer balance.
* Checking stock balances.
* Maintaining books for Raw materials and checking their day to day balances.

AREAS OF EXPERTISE

* Accounts
* Billing
* Stock Valuation
* Purchase Order

KEY SKILLS AND COMPENTENCIES

* I’m really good at learning new things and very passionate to gain lots of experience and it would be a great addition to the organizations growth
* Ability to deal with people diplomatically, Organized and accurate
* Excellent time management and organizational skills leads the previous company to achieve the milestones
* Computer proficiency in Microsoft Outlook, Excel, Word, and PowerPoint
* I’m a highly motivated individual with entrepreneurial mindset.

EDUCATION

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| Qualification | : Bachelor of Commerce (B. Com) |
| Field of Study | : | Commerce |
| Major | : | Accounting & Finance |
| University | : | Kerala University |
| Graduation Date | : | April 2013 |
|  |  |  |
|  |  |  |
| Qualification | : | Higher Secondary |
| Field Of Study | : | Commerce |
| Major | : | Accounting & Finance |
| Institute | : Kerala State Board Of Secondary Education |
| Graduation Date | : | April 2010 |
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TECHNICAL SPECIALIZATION

* Ms Office (Word, Excel)
* Tally, Payroll

PERSONAL DETAILS

Languages Known : English, Malayalam

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Christian

Date of Birth : 02-Dec-1992

Visa Status : Visit visa valid till 27 May 2017.