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**SUNEER**

**general accountant**

**SUNEER.362902@2freemail.com**

**Executive Profile:** A skilled and highly talented Financial &Accounting Management Professional with more than6 years of experience under the multicultural environment in corporate financial. Possessed [management](http://www.bestsampleresume.com/sample-financial-resume/finance-manager-resume.html) and supervising skills. Seeking a rewarding and challenging position as an **Accountant** in a company where my experience can be shared and enriched, resulting in professional growth of the organization and self.

**AREAS OF EXPERTISE**

**Drafting of Accounting System Profitability Improvement**

**Bank and Investor Relations HR and General Administration**

**ERP Software Payroll, AR & AP Controls**

**Core Competencies:**

* 5years UAE work experience in the areas of Accounting, Finalization of Accounts & office Management.
* Dealing with general accounting of the company and its branches and keeping information confidential.
* Analyze organization’s performance Actual Vs Budgets, explanation for variance.
* Handled Payroll through WPS System& Human Resource Integrated System Reports.
* Worked in a busy and high volume environment and much practice across different branches &activities.
* Support, service and advice in all finance matter to the company’s management.

**Career Graph1:**

**SAFEX STAR LOGISTICS LLC, Dubai-UAE** (**Presently Working, Since Dec’2011***)*

SAFEX STAR LOGISTICS L.L.C was established in 1995 with focused on total Logistics Solutions, dealing with Air freight, Sea freight, vehicle export & land freight.

**Position: Accountant**

**Job Description:**

* Accounting for day to day transactions up to finalization of accounts.
* Preparation of Prepayments and Accruals.
* Accounts Receivable and Accounts Payable.
* Dealing with petty cash.
* Dealing with banking functions and reconcile the bank statement
* Produce accurate financial reports and present their result.
* Generate accurate, timely and complete monthly base reports of the company.
* Preparation of Receipt Vouchers and issuing same to client.
* Detailed analysis across Payable's and Receivable’s Age Analysis report, and ensure all payments and receivables are made within the stipulated time frame.
* Responsible for Payroll & HR related works such as recording of employee’s absence, duration of vacation, controlling employee visa procedures etc.
* Analyses of job expenses like freight charges and bring management attention against changes in market price.
* Responsible for controlling general expenses.
* Checking of various vouchers such as receipt, payments, invoices and different ledgers to assure the strength of the financial statements.
* Report to the management regarding the cash flow of the company.
* Liaison with statutory auditors and provision of supporting documents.
* Prepare accurate timely and complete financial information including the income statement, Balance sheet, Statement of changes in financial position.

**Office Management: -**

* Personal Assistant to managing director as required.
* Ensuring IT system is working efficiently and liaising with IT provider to ensure same.
* Maintaining supplies of stationary and equipment.
* Maintaining the condition of the office and arranging for necessary repairs.
* Organizing meeting and/or taking minutes.
* Organize weekly collection of mails from the assigned PO BOX.

**Computer Skill Set:**

* MS. Office Applications: Advanced MS Excel, Word, Power Point, Outlook
* Operating Systems: Windows XP / Windows7 / Windows 10.

**Accounting Packages:**

Proficient in ERP environment – Mac System, Comrade, Tally etc.

**Academic Profile:**

B.com Calicut University 2006

**Personal Details**

Date of Birth : 15 February1985

Marital Status : Married

Nationality : Indian

Visa Status : Employment

Languages Known : English, Hindi, Arabic, Malayalam, Kannada and Tamil.

**Professional & Carrier Summery**

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| **Education :**  | **B.com**  |
| **Work Experience:** | **Duration** | **Organization & Designation**  |
| November 2011 to till Date | Safex Star Logistics LLC (Dubai, U.A.E) As an General Accountant |
| March 2010 to August 2011 | Unitech International Co Pvt (Ltd)Bengaluru, IndiaAs an Accountant  |
| March 2007 to September 2009 | AMR Associates Bengaluru, India - As an Accountant |

 ***References and additional information will be provided on requirement***