

**Profile Summary**

Gulf experienced professional with over 5 years of proven experience in accounts, administration and customer and customer service with diversified industries. Well organized, quick learner and hardworking team player with excellent communication, coordination, organizing, interpersonal, and time management skills. Well versed with Tally & ERP accounting packages and MS Office applications. Presently seeks for an executive work profile to utilize gained knowledge, experience and skills.

**STRENGTHS:**

* Competencies in various accounting functions
* Excellent analytical & problem solving skills
* Possess strong team playing attitude
* Administration and coordination skills
* Accurate, detail-oriented, quick learner & reliable

**EDUCATION:** **Bachelor of Commerce (B.Com)** from University of Kerala, India 2006

**Achievements:**

* Performed assigned workload with indefinable enthusiasm, commitment, honesty and dedication and drove towards contributing to continued business growth.
* Known for commitment to excellence, resourcefulness and initiative to support management plans.

**EXPERIENCE:**

**May 2012 – Mar 2013**

**Leading Company, (Focuses on large scale industrial Catering for infrastructure projects throughout the United Arab Emirates)**

**Job:** Accounts and Purchase related works

* Primarily responsible for the whole system of accounts payable
* Lpo preparing & negotiating with suppliers
* Reconciling supplier statement of account and processing payments
* Ageing analysis
* Corresponding with customers and suppliers
* Attending the supplier calls
* Taking steps to pay the supplier payment in proper time
* Stock Checking & reconciliation
* Passing of accounting entries for all transactions
* Handling of petty cash, disbursing of petty cash payment & preparing petty cash statement

**March 2010- May 2012** Worked as Account Assistant

**Grandweld Shipyards (Stanford Marine Group)**
**Dubai, Al Jaddaf (Ship building & Ship repairing company)**

**Job:** Accounts related works

* Checking of petty cash vouchers & payment
* Accounts payable checking & booking
* Lpo Checking & Filing
* Employee’s payroll card checking
* Handling of petty cash, disbursing of petty cash payment & preparing Petty cash statement

**May 2008- February 2010 as** Accountant

**Ramco Technical works L.L.C, Dubai Al Qusais (Interior decoration Company)**

 **Job:** Accounts related works

* In charged in preparing day book and ledgers, payroll computations, bank reconciliation, documents filling and followed up receivables.
* Handled receipts and payment including petty cash.
* Provided support to Front Office Help Desk as necessary.

**SKILLS:**

* Technical Skills: MS Excel & MS word, Outlook Express, Tally, and ERP.
* Academic skills: Good written and verbal communication, quick learner.
* Managerial abilities: Analytical, good at crisis management, team player.

**PERSONAL DETAILS**

Nationality : Indian

Gender : Male

Age & Date of Birth : 31 yrs, 25th July, 1982

Marital Status : Married

Languages : English, Hindi & Malayalam

Driving License : UAE

Visa status : **Visit visa (Expires on 06.Nov.2013)**

Expected Salary : AED 5000 +Accommodation Allowance +Transportation