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**Girish**

**Email:** [girish.374192@2freemail.com](mailto:girish.374192@2freemail.com)

Certified Professional Accountant with 10 Years of experience in Accounts and Supervisory role (4 Years in India and 6 years plus in Middle east) Seeking to implement my ideas and skills for the benefit of the organization and to work unconditionally, never compromising on commitment and work ethics.

PROFESSIONAL EXPERIENCE

1.ABU DHABI FILES IND L.LC,Sharjah,UAE Nov 2016 to till date

(Manufacturing and trading Company, Making own brand box files & ring binders Bluster & Royal brand. Distributing office stationery and consumables in UAE)

Role :Administration

* Supporting the overall team with administration duties especially sales purchase department
* Ensuring strict complaints procedures the way of working
* Assisting the general Officers ,Accountants ,Sales & Purchase department
* Process company legal documentation license, registration certificate, Tenancy ,Chamber and Civil defense
* Reporting management month end financial position for the company
* Prepare HR operation associated visa processing, salary , travel & staff vacation.

2.BLUESTAR NATIONAL TRADING L.L.C , Al khuwair-So-Oman Mar 2011 to Nov 2016

(Importing & distributing office stationery and consumables in Muscat, like Uniball ,pental Photocopy papers, toners cartridge like canon ,Oki, Epson Ricoh ,Lexmark, box file ,binders..)

Role: Human resource and Accounts

Responsibilities

* Co ordinate all employees, take decision overtime, salary, increment ,leave vacation
* Processing Visa, medical, new recruitment vacancies inform to management
* Managing accounts payables and receivables accounts
* Handling bank and cash transaction
* Managing ,purchase ,sales and inventory management
* Preparing Quotation, Local purchase order
* Generated monthly close of financial statements

3.AJANTHA FURNITURE (P Ltd) ,Kottakkal ,Kerala ,India Feb 2009 -2010

*(A Udaya Group Company,An ISO 9001: 2000 Certified Company ,in to Manufactures of Steel Furniture, Carton Boxes Paper Cup & Mattress in South India.)*

Role: Accountant

Responsibilities

* Finalizations of Accounts
* Inventory Management
* Tax Management
* Generated monthly close of financial statements
* Prepared management reports concerning purchases, sales, and inventory
* Assumed responsibility for resolving outstanding balance sheet items, including payroll related accounts, suspense and accruals.

4. UDAYA STEEL INDUSTRY(Kottakkal ,Kerala ,India ) June 2007 –Feb 2009

*(A Udaya Group Company,An ISO 9001: 2000 Certified Company ,in to Manufactures of Steel Furniture, Carton Boxes Paper Cup & Mattress in South India.)*

Role: Accountant

Responsibilities

* Managed accounts payable and receivable accounts,
* Managing of daily cash and bank position
* Prepare Day Book, Ledger, Trial Balance, Cash Book, Bank book and all Other relevant works associated with book keeping
* Tax Management(including preparation submission of tax return)Sales Tax E-Filing returns

***Academic Qualifications***

* MBA –Relationship Management 2009 from National Institute of Business Management with 64% marks.
* B Com Co-operation in 2007 from Calicut University with 49% marks.
* HSC – Science with 52% Marks.
* SSLC with 51%

CERTIFICATION

CERTIFIED PROFESSIONAL ACCOUNTANT (**CPA**) (Under Institute of Professional Accountants, An ISO 9001:2008 Certified Institute, Registered under Ministry of Finance, Govt. of India )

Course Covered :

⮚*Manual Accounting:*

Finalization of accounts of trading/manufacturing /service industries

>Bank reconciliation statement & Income / Expenditure statements

>Tally (ERP.9)

> Peachtree, Microsoft Excel

>Office Automation (MS Office & Internet)

LANGUAGES KNOWN:

⮚ English, Malayalam & Hindi

PASSPORT DETAILS:

* Passport No. G 5720277
* Place of Issue MALAPPURAM
* Date of Issue 29/10/2007
* Date of Expiry 28/10/2017

PERSONAL DETAILS:

### Date Of Birth: 19th March1984

Gender: Male

Nationality: Indian

I hereby declare that all the information provided by me in this application is Factual and correct to the best of my knowledge.

Place: Sharjah

Date: