**Accountant with 2 Years Professional Experience**

**AFZAL**

**Current Location: Dubai, UAE**

**Email:** **AFZAL.374359@2freemail.com**

**CAREER OBJECTIVE**

To build a strong and successful career in Accounts & Finance and to take responsibilities and fulfil them to the very extend I can.

**WORK EXPERIENCE**

**Accountant**: NHN Associates**,** Kerala**,** India(Aug 2015 –Aug 2017)

**JOB PROFILE**

Update and maintain day to day accounting journals, ledgers and other records detailing financial transactions

Preparation of Quotation, Purchase order (LPO) & coordinating with customers and suppliers

Monitoring Cash & Cash equivalent transactions and maintain working capital and liquidity

Manage A/R , A/P & Outstanding by reconciling of customers/vendors accounts , & maintain ageing reports

Reconcile Bank accounts, A/R & A/P, Associated & Intercompany accounts by gathering balancing information

Prepare inventory ledger, Stock Register and physical stock verification

Prepare employees leave salary , Gratuity and other benefits and manage Payroll & Advances

Perform Periodical closing procedures and closing related duties

Preparing the timely and accurate financial statements and reports (T/B, P&L, B/S , Cash Flows & Aging) for management review

Maintaining Fixed Asset register & process depreciation schedules

Liaison with Banks for Loans and Financing Facilities, auditors & regulatory agencies

Work closely with internal and external auditors during financial and operational audits

Perform various other duties and activities as assigned by management.

**EDUCATIONAL QUALIFICATION**

* **Bachelor of Commerce (B.Com),** Calicut University,India
* **Certificate of International Financial Accounting**

(Institute of International Accountants, India)

**IT SKILLS**

**Microsoft Office**

Accounting packages – **Tally ERP & Peachtree** Confident to do any Accounting Software

**PROFESSIONAL SKILLS**

Flexibility Adaptability

Managing multiple priorities

Ability to work with little or no supervision Time management

Professionalism

**PERSONAL DETAILS**

Date of Birth : 21/03/1993

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Muslim

Languages Known : English

Visa Status : Visit Visa

Visa Expiry : 22/12/2017

**REFERENCE**

Reference will be provided on demand.