**Accountant with 2 Years Professional Experience**

**JOBIN**

**Current Location: Dubai, UAE**

**JOBIN.374381@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**: Dollar Dynamics Accounts, Kerala, India

(April 2015 – April 2017)

**JOB PROFILE**

Prepare, Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports

Verifying related supporting documents like quotation, purchase orders, delivery notes, store receipt, Receipt Vouchers, Deposit slips & cheque copies etc

Ensure that availability of Funds in the Bank and maintain liquidity

Analyze and maintain customer account ,supplier account, Out standings and review agewise analysis

Maintain Bank reconciliation, Inter & Associated companies reconciliation & Reconciliation of debtors and creditors

Review Inventory ledger, Stock Register and physical stock verification

Handle Payroll & Employee Benefits, scheduling, Maintaining staff history and vacation detailing, Travel coordination and hotel reservation and keep a systematic filing of all correspondence with the employees

Perform the closing procedures for the periodical closings as monthly, quarterly and year end closings

Facilitate and complete monthly close procedures; prepare Trial Balance, Profit and Loss statements, Balance sheet and other reports as per management demands

Manage and maintain fixed asset register & Depreciation

Liaison with internal and external auditors, banks, regulatory agencies, suppliers and customers

Coordinate and assemble information for the annual audit and provides assistance to external auditors in the review of financial operations

Provide time to time reports to the management & Ensure confidentiality and security of all financial files

**EDUCATIONAL QUALIFICATION**

**Master of Business Administration (MBA),** BangaloreUniversity, India

**Bachelor of Business Administration(BBA),** C VRaman University, India

**Diploma in Computerised Financial Accounting**

**I T SKILLS**

**Microsoft Office**

Accounting packages – **Tally ERP, Peach Tree** Confident to do any Accounting Software

**PROFESSIONAL SKILLS**

Loyal

Conflict resolution Ability to prioritize Communication skill Planning

Deadline success Teamwork

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| Date of Birth | **PERSONAL DETAILS** |  |
| : 09.06.1992 |  |
| Gender | : Male |  |
| Nationality | : Indian |  |
| Marital Status | : Single |  |
| Religion | : Christian |  |
| Languages Known | : English, Malayalam and Hindi |  |
| Visa Status | : Visit Visa |  |

**REFERENCE**

Reference will be provided on demand.