**Accountant with 8 Years Professional Experience**



**NAVAS**

Current Location: Dubai, UAE

Email: **NAVAS.374430@2freemail.com**

**CAREER OBJECTIVE**

To secure a challenging position in the field of Accounting & Finance with a well reputed organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization.

**WORK EXPERIENCE**

* **Accountant: TEAM APPOINTMENTS , Kerala, India**( Feb 2013 to till the date )
* **Assistant Accountant: GRAND HYPER MARKET (Regency Group of Companies) Dubai, UAE** ( May 2006 – June 2012 )

**JOB PROFILE**

* Prepare Journal Vouchers and review revenue, expense, assets, liabilities and other accounting documents
* Verifying the accuracy of invoices and other accounting documents or records
* Planning registers for payments & Receipts and maintain liquidity to ensure availability of adequate funds
* Manage Receivables and Payables by Preparing ageing reports, Calculating reimbursement bills, Tracking & Reconciling Receivables & Payable etc
* Prepare Bank reconciliation & reconciliation of Debtors & Creditors
* Review Inventory ledger, Stock Register and physical stock verification
* Prepare and review a pay roll accounting, leave salary, gratuity and other

employee’s benefits calculation and update the in formations in the employee records on HRMS system

Manage processing of expense allocations, monthly accruals, Prepaid,

amortization, fixed assets depreciation and recording adjusting and

reclassification journal entries

* Summarize current financial status and prepare Tribal balance, Profit and loss statement, Balance sheet, Cash flow statements and other reports in coordination with the Financial Manager
* Maintain appropriate fixed asset register, track movement and disposal of assets
* Liaison work with internal and external auditors, Bankers & Manage Legal & Statutory Compliance
* Coordinates and assembles 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**

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

(Institute of International Accountants, India)

**IT SKILLS**

* **Microsoft Office** Packages
* Accounting packages – **Tally ERP**

**PERSONAL INFORMATION**

Date of Birth

Gender

Nationality

Marital Status

Religion

Languages Known

Visa Status

: 04/05/1981

: Male

: Indian

: Married

: Islam

: English, Malayalam, Hindi and Arabic

: Visit Visa

**REFERENCE**

Reference will be provided on demand.