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**SUNIL**

**SUNIL.375415@2freemail.com**

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| **Objective** |  |

To work in an organization whose work culture would stimulate my creative Aptitude by utilizing and augmenting my skills to contribute to the goals of the organization in the long-term perspective

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| **Skill Asset** |

* I am a positive thinker, Task Achiever, I have Quick learning capacity & Honesty Adaptability.
* I am a very hard-working person with acumen to conceptual skills with poised dedication to meet the tight deadlines of the work even during high work pressure maintaining the mental balance stability.

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| **Academics** |

* MBA from Visvesvaraya Technological University (VTU)
* Bachelor of Business Management from Bangalore University
* E Commerce Mangalore University

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| **Technical Skills** |

* Accounting Packages : Tally.ERP, SAP, Oracle, Share Point, & Peachtree
* *NIIT futurz* course from NIIT : MSOffice MS Dos,

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| **Work Experience** |

* Working as an **Accountant** in **M/s ‘Arab-Indo General Trading L.L.C Dubai UAE,’** from November 2015 till the Date.
* Worked as an **Accounts Assistant in M/s ‘Rocket Info-Systems Pvt Ltd.** from February 16th 2011 till August 12th 2015 in Bangalore, India

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| **Current Job profile as an Accountant** |

**Arab-Indo General Trading L.L.C**

**Dubai UAE**

Arab-Indo General Trading Company is one of the Leading import, export, wholesale & retail suppliers to all Hypermarket, Supermarket & departmental stores in UAE.

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| **Roles & Responsibilities** |

* Handling of day to day accounting transactions.
* Maintenance of various registers like Purchase Register, Sales Register.
* Creating invoices and sending to the client.
* Receiving invoices and making payments.
* Handling of petty cash book.
* Handling of Inventory.
* Preparation of MIS report.
* Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals and preparing report.
* Posting Journal entries.
* Posts customer payments by recording cash, checks, and credit card transactions.
* Reviewing of Debtors Ledgers and Creditors Ledgers on a regular basis to avoid any errors and discrepancies therein
* Handling of bills payable and receivable, credit note and debit note etc.
* Preparing Bank Reconciliation for Every Month.
* Preparing Inventory reconciliation.
* Preparing monthly payroll, leave and final settlement of the entire organization, cash flow statements.
* Preparing over due’s report for clients and send it to the customer on weekly basis.
* Sales Order processing based on client requirement.
* Preparing of Financial Reports- Trial Balance, Profit & Loss Account and Balance Sheet.
* Issuing Debit Note and Credit Note for the Sales and Purchase Returns.
* Enter invoices based on purchase order number or general ledger number.
* Maintaining good relationships with all suppliers and valued customers by keeping good business relation, Bank Accounts Reconciliation and Cash Flow Statement, Comparative Sales Statement.
* Protects organization's value by keeping information confidential.
* Resolves collections by examining customer payment plans, payment history, credit line, coordinating contact with collections department.

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| **Previous Job profile** |

**Worked with Rocket Info-System as an Account Assistant**

**From February 16th 2011 till August 12th 2015 in Bangalore, India**

Rocket info systems is a Computer and IT support service company and is a leading service provider of AMC and IT Support to Corporate Business, Educational Institutes, Etc.

* Maintenance of various registers like Purchase Register, Sales Register
* Handling of bills payable and receivable, credit note and debit note etc.
* Handling of day to day accounting transactions
* Creating invoices and sending to the client.
* Receiving invoices and making payments.
* Handling of petty cash book.
* Preparing Bank Reconciliation for Every Month
* Preparing Ageing and over due’s report for clients and send it to the customer on weekly basis.
* Sales Order processing based on client requirement.
* Issuing Debit Note and Credit Note for the Sales and Purchase Returns.
* Enter invoices based on purchase order number or general ledger number.

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| **Personal Profile** |

**Date of Birth :** 20.07.1987

**Nationality :** Indian

**Marital Status**  : Single

**Visa Status :** Resident Visa

**Present Address :** Dubai

**References** : Available upon request

**Declaration:**

 I hereby assure that the above information furnished by me is true & correct to the best of my knowledge

 Always hoping to serve in your esteemed organization.

**Place:** Dubai, UAE

**Date:**