

**NEERAJ**

United Arab Emirates

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***CAREER OBJECTIVE***

In quest of a challenging career in Finance and Accounts Department with a growth oriented organization.

***CAREER SUMMARY***

Young, energetic and result oriented professional with **5 years** of experience in the **FINANCE AND ACCOUNTS** **FIELD**; Good experience as **TEAM PLAYER, CREATIVE** and **INTERPESONAL.** Sound knowledge ofaccounts, Persuasive communicator with exceptional relationship management skills and an ability to relate to people at any level of business and management; highly ethical, trustworthy and discreet.

***EMPLOYMENT EXPERIENCE***

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| ***Accounts Executive*** | ***2012 to2017*** |
| *Al Ezza Hypermarket, Saham, Oman.* |  |

* Prepare Journal Vouchers and review revenue, expense, assets, liabilities and other accounting documents.
* Enter all documents includes Quotations, Sales orders, Delivery Notes, Purchase orders, Sales, Purchase, Receipts, Payments, Debit notes & Credit notes etc.
* Prepares daily cash reports, Bank reports, PDC Registers, Petty Cash statements & Assure liquidity position of the company.
* Periodically Updating ageing reports of debtors, creditors & Outstanding for coordinating collection & Payments.
* Reconciliation of bank statements, cash in hand, A/P, A/R and inter-company accounts.
* Prepare and review stock register, where all inventory movement information detail mentioned.
* 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 adjustment & closing entries on month wise & Maintain general ledger by transferring subsidiary accounts, preparing a detailed trial balance & reconciling entries.
* Facilitate and complete monthly close procedures; prepare Trial Balance, Profit and Loss statements, Balance sheet and other reports as per management demands.
* Update the record on the Fixed Asset Register & Maintain Depreciation.
* Liaison with all levels of management, departments, internal and external auditors, banks, regulatory agencies, suppliers and customers.
* Coordinates and assembles information for the annual audit and provides assistance to external auditors in the review of financial operations.
* Perform other related duties as instructed by the Management.

***ACADEMIC QUALIFICATIONS***

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| --- | --- |
| ***Bachelor of Commerce*** | ***2011*** |
| Calicut University, India |  |
| ***Certificate of International Financial Accounting*** | ***2018*** |
| Institute of International Accountants, India. |  |

***SPECIAL SKILLS***

***Computer & IT -***

* Microsoft Office™. (Word™, Excel™ PowerPoint™)
* Tally ERP 9, Peachtree.
* SAP Fico e2e implementation, End user.
* Diploma in Manual & Computerized Accounting.
* Confident to do any Accounting Software.

***Language -***

* English, Hindi, Malayalam, Arabic.

***PROFESSIONAL REFERENCES***

Available upon request

***PERSONAL DETAILS:***

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| --- | --- | --- | --- |
|  | Nationality | : | Indian |
|  | Date of birth | : | 22/12/1989 |
|  | Sex | : | Male |
|  | Marital status | : | Married |
|  | Visa status | : | Visit |
|  | Visa validity | : | 15th May 2018. |
|  | Driving license No | : | 92872706 (Sultanate of Oman) valid uptil 05/01/2025. |

***DECLARATION:***

I hereby declare that all the above information is correct and complete to the best of my knowledge and belief.

*Neeraj.*