**JASIF (B. Com)**

**Dubai, United Arab Emirates**

**jasif.379694@2freemail.com**

**Position applied for: Accountant & Administration**

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| Objective Career  |

To be a part of progressive firm where I can utilize my skills and ability to ensure an effective contribution to company’s growth, enthusiastic to gain more knowledge and experience necessary for my future innovation. Also to contribute to the success of a growth oriented company in a managerial position that corresponds with my professional experience and proficiency in Financial Management

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| Career Summary  |

* 5 years of experience in Finance and Accounts, Including Accounts Payable process, Reconciliations, Finalization etc.
* Expertise in account Management to include accounts receivable, payroll. Expert in creates and distributes AP reporting for the AP management team.
* Expert in managing query resolution by teams for internal business users and external supplier.

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| Professional Experience – period from 2012 to the date. |

1. **Accountant & Administration –SAUDI AAC BLOCK FACTORY, SAUDI ARABIA from 2016 March – January 2018.**
2. **Duties and responsibilities:-**
* Manage month end closing work and monthly sales report.
* Preparing sales invoices and accurate account filing system.
* Preparation of various reports for senior manager.
* Carried out Data Entry, Book keeping, Daily billing, Invoicing and inventory control.
* Debtor and purchase ledger reconciliation
* Handle daily banking activities and reconciliation of bank statement.
* Checking petty cash and issuing Cheques
* Prepare Cheques & Local and International transfer.
1. **Accountant & Store Keeper –IROKO FURNS Co.Calicut Kerala from 2012 to 2016**–. Manufacturer of furniture and interior wood Products.
2. **Duties and responsibilities:-**
* Prepare daily work statement and report to finance manager.
* Prepare suppliers reconciliation statement.
* Prepare cash payment voucher and prepayment sheet.
* Prepare bank payment voucher, posting cash & bank vouchers.
* Keeping good contact with customers and suppliers.
* Prepare of cash invoice & posting.
* Entering of all cash and bank receipts voucher.
* Booking and posting of all purchase journal
* Vendor master data maintenance.
* Entering of all journals voucher & accrued expenses booking.
1. **Role as Store Keeper:**
* Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and

discrepancies on orders received

* Making purchase order as per the re-order level and reporting to Procurement whenever material required.
* Issuing material on the basis of FIFO (first in first out) method to production Dept. & Maintenance Dept.
* Keeping warehouse well arranged with order level such as fixing tags for materials both GRA &Traceability number wise
* Maintains superior relationship with supplier, procurement & Finance Dept.

**Duties handled**

* Plan, organize and direct the manufacturing and maintenance operations.
* Doing market study in order to know tastes & preferences of customers.
* Initiative plans and processes which minimize manufacturing costs through effective methods.
* Making sure customer satisfaction.
* Implement manufacturing and sales promotion strategies.
* Encourage use of new techniques and focus on fact based problem solving.

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| Computer Exposure |

* Tally ERP
* Microsoft Office
* FocusRT
* Peachtree
* Quickbooks

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| Languages Known  |

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| **Language** | **Reading** | **Writing** | **Speaking** |
| Malayalam  |  |  |  |
| English |  |  |  |
| Hindi |  |  |  |
| Tamil |  |  |  |
| Arabic |  |  |  |

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| Academic Qualification |

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| **Course** | **Subject** | **University** | **Year of Passing** |
| B com | Commerce | Calicut University | 2014 |
| HSE | Board, of HSE, Kerala | 2008 |
| SSLC | Govt. Of Kerala | 2006 |

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| Personal Attributes |

* knowledge of clerical work
* Highly accuracy level
* Organized and detail oriented.
* Time management & Planning tasks
* Tolerant to stress and huge work loads
* Keep Perfection level the best
* Documents Controlling
* Inventory controlling
* Closing stock valuation
* Focus to bring experience in Store accounting, managing

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| Strength |

* Time Management
* Hard working
* Honesty & Optimistic

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| Personal Profile |

Date of birth : 11/01/1991

Nationality : Indian

Marital Status : Married

Reference : Will be provided as per requirement

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| Declaration |

I hereby declare that statements made above are true, complete and correct to the best of my knowledge and belief.