Priyesh

[Priyesh.381254@2freemail.com](mailto:Priyesh.381254@2freemail.com)

Personal statement

A highly organized, dedicated and hardworking professional who possesses strong theoretical and practical knowledge of generally accepted accounting principles. Have the ability to work within demanding accounting cycles and to month end closing deadlines. Right now looking to work for a company that will allow the use of existing abilities along with career progression opportunities and a good working environment.

Key Skills

* Detail oriented, efficient and organized professional with extensive experience in accounting systems.
* Possesses strong analytical and problem solving skills with the ability to make well thought out decisions.
* Highly trustworthy, discreet and ethical.
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Supporting team members on all accounting issues.

Education

* Calicut University, Kerala, India  
  B-Com**Accounting & Finance**
* Board of Higher Secondary Education, Kerala, India.

VHSE - **Commerce**

* Kerala State Education Board

SSLC

Certificates

* Diploma in Foreign Accounting

**(**DFA from **Professional School of Accounting**)

* Diploma in Computer Applications

**(**DCA from **One Zero Computer Solutions**)

Employment History

Accountant,

New Fashion Gallery LLC,Dubai, UAE.

(December 2015 – Present)

**Achievements and responsibilities:**

* Prepared tax returns and company accounts for auditing purpose on regular basis.
* Managed accounts receivable and payable departments.
* Processed and generated local supplier’s payment cheques on a weekly basis.
* Handled cheques reports, income statements and general ledger.
* Generated closing and cost accounting reports on a monthly basis.
* Established and maintained an effective system for analysing and reporting on operating and capital expenditure over 6 countries.
* I dealt with the weekly payments 100+ suppliers.
  + Fortnightly staff Expenses
  + Fortnightly payment of invoices for overseas companies.

Accountant,

Rainbow Qatar Trading & Contracting Co. WLL, Doha, Qatar.

(October2010 – July 2015)

**Achievements and responsibilities:**

* I was in charge of the reconciliations for 3 large bank accounts
* I recovered 2.1 million in outstanding debts from clients.
* Ensured compliance with deadlines for all accounting projects.
* Executed all of the company’s accounts payable procedures.
* Recorded and depreciated all fixed assets.
* Processed payroll for the company on a weekly basis using ADP software.
* Assisted with hiring and supervising contract workers.
* Created purchase orders, matched and researched for accounts payable.
* Created journal entries/memos, reconciled system payments, and performed month end duties.

Junior Accountant,

Najeeb Moin Trading Co. LLC, Dubai, UAE.

(October 2008 – May 2010)

**Achievements and responsibilities:**

* Prepared and submitted financial statements to senior accounting management.
* Prepared monthly bank reconciliations of the 6 bank accounts posting all transactions to the ledgers.
* I was in charge the company petty cash during my time
* Managing day to day transactions and payroll.
* Sorting financial documents and posting them to proper accounts.
* Accurately and promptly processing documentation.
* Carrying out any other accounting related duties as assigned by the accounting management.
* Prepared standard accounting reports and summaries for financial analysis.

Languages

* English
* Hindi
* Malayalam
* Tamil

Hobbies & Interests

Reading | Traveling | Badminton | Cricket | Football

Personal Detail

Passport Issue Date : 05/05/2008

Passport Expiry Date : 04/05/2018

Date of Birth : 18/12/1985

Marital Status : Married

Gender : Male

Nationality : Indian

Visa Status : Transferable

References

References are available on request.