

 **SIYAD**

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Dubai, UAE

**Seeking assignments in Accounts, Finance Management with an organization of repute**

**Professional Summary:**

* 7 years of experience on Accounts in Finance, Accounts and Auditing Functions in India.
* Professionally qualified with Master of Business Administration in Finance and also hold a Bachelor’s Degree in Commerce (B.Com.) from India.
* Hands-on experience in independently handling all matters relating to accounting, financial statements and reporting.
* Efficiently and effectively assist in the running of the accounts and finance functions, produce accurate and timely management and financial reports and statements in line with the relevant accounting policies and procedures.
* Proficient in handling Audits and have thorough Knowledge and understanding of bookkeeping procedures.
* An effective communicator with exceptional interpersonal skills.
* Highly organized, ability to work under pressure in fast paced environment meeting deadlines successfully

**Work History:**

* **Accountant,** Chithira Motors India Pvt. Ltd. (Suzuki Motorcycle Authorized Dealer) Thattamala, Kollam. [From June 2014 –April 2018]
* **Accountant,** Musaliar College of Engineering, Chirayinkeezhu,Tvm. [From April 2014 –April 2015]
* **Accountant,** Asian Motors (Mahindra & Mahindra Authorized Dealer) Pallimukku, Kollam. [From January 2011 – March 2014]
* **Faculty in Tally & Multimedia / System Administration**, Indian Computer Academy, Kottiyam. [March 2010 – December 2010]

**Core Competencies:**

**Accounting**

* Closely monitoring and verifying the accounts on daily basis.
* Proper maintenance of books of accounts.
* Manage general ledger posting & timely closing of accounts.
* Responsible for applying accounting principles and procedures to analyse the financial information.

**Faculty in Tally & Multimedia**

* Teaching Accounting principles and bookkeeping.
* Teaching student Tally EPR 9, practically in system and theoretically.
* Teaching Microsoft Office 2003, 2007, 2010.
* Teaching Quick Books, Peachtree Accounting software.

**Significant Highlights:**

**As Accountant**

* independently managing full spectrum of accounting activities and reporting system,
* Reconcile different bank accounts,
* Post journal entries in company accounting software,
* Preparing payroll and calculation of overtime,
* Chasing late payments, reporting bad debts,
* Issuing of cheques to suppliers,
* Preparation of month-end financial statements, cash flow statements and reports on estimated future cost and revenues,
* Manage and monitor petty cash account, cash in hand,
* Prepare reports detailing monthly expenses, and making suggesting to management on controlling expenses,
* Preparation of Payment calendar based on the Aging Report & Fund Position,
* Preparing aging reports of customers & suppliers,
* Periodical reconciling customers and suppliers accounts,
* Maintain Fixed Asset register,
* Finalization & closing of accounts,
* Filing related to VAT & VAT returns,
* Proficient to Prepare & Review of Quotation, Invoices, Purchase, Sales, Debit notes and credit notes, and other journal Vouchers
* Manage & control Inventory, Stock Reconciliation (Physical with the Records)

**Educational Credentials:**

## MBA - Finance from Madurai Kamraj University, India. (2018)

* **Bachelor of Commerce (B.Com)** from TKM College, Kerala University, India (2010)

**Computer Proficiency:**

* Accounting Packages: Tally ERP 9, Peach Tree, Quick Books, SAP
* MS Office (Good knowledge of Excel & Word).
* Technically Qualified in Multimedia, DTP & Graphic Designing

**Personal Dossier:**

Date of Birth : 05/09/1989

Nationality : Indian

Marital Status : Single

Religion : Muslim

Languages Known : English, Hindi, Malayalam

Visa Status : Visit Visa