**Munavvarraja**

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**Available in UAE on Visit Visa**



**Profile Summary**

Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions. Verifying accuracy and correct calculations, figures and postings regarding business transactions that were recorded by other employees. Calculate, prepare and issue financial statements.



**Career Objective**

To work in an internationally renowned organization that provides an ideal platform to explore prospects in the field of enterprise resources planning. Energetic individual with an intension to use the opportunity provided for the betterment of the organization and my career.



**Experience**

**OMAN (MAY-2017 to MAY-2019)**

**Position: Accountant**

**Job Profile**

* Accounts receivable from posting of sales entries, preparing credit note and issuing discount.
* Accounts receivable reconciliation/Aging report and follow up with customer on overdue receivables.
* Preparing and posting of Local purchase cheques and monthly ad hoc expenses.
* Accounts Payable balance Reconciliation and suppliers query resolving regarding payment.
* Taking care of petty cash entries for office, warehouse, vehicle expenses and transportation.
* Daily/monthly Bank reconciliation report including Foreign currency accounts.
* Prepaid reconciliation and amortization of prepaid expenses.
* Analyzing negative stock and posting physical stock entries coordinating with warehouse.
* Preparing and posting of payroll, Salary disbursement via WPS and Cheque.
* Responsible different accounting activities without any assistance.
* Coordination with banking authorities via email or call to manage companies banking discrepancy and legal requirements.
* Preparing letters for different banking request.

**India (April-2015 to April-2017)**

**Position: Accountant**

**Job Profile**

* Posting sales invoices, Purchase invoices, Debit notes, Credit notes
* Accounts Payable/Receivable Reconciliation with vendor and customer statement received.
* Record daily bank transactions and conduct weekly bank reconciliations.
* Computation of monthly sales tax summary for the purpose of filing sales tax return.
* Payroll processing.
* Monthly Debtor and creditor aging report
* Monthly MIS report and P & L statement
* Handling special request By Clients for customized reports
* Maintained Petty Cash transactions and motorize daily movement in the cash flow for the company.

**India (Feb-2014 to Feb-2015)**

**Position: Customer Care Representative for EBAY Job Profile:**

* Preparation of Sales Register, Purchase Register, Cash Book, Bank Book, Fixed Assets, Provision, Loans & Advances Schedule for the annual audit and facilitating in final accounts for the organization.
* Initiated and process any transaction in the form of cash or credit.
* Record daily bank transactions and conduct weekly bank reconciliations.
* Computation of monthly sales tax summary for the purpose of filing sales tax return.
* Monitoring Customers accounts and their movement in daily basis, and if require, communicate with them for the due payments after being given the status for their accounts.



**Technical Skill set**

* Tally ERP 9.
* Proficient Knowledge in Excel.
* Decent knowledge in Ms Word.
* Typing Speed of 30 words per minute with 95% accuracy.



**Achievements**

* Participated in Personality development program conducted by CDC at ADIT.
* Participate in Swami Vivekananda Personality Development Program.



**Competency**

* Written and Oral Communication Skills.
* Team Management.
* Self-confidence.
* Good approach to logical problems
* Consistence improvement in work quality



**Educational Qualification**

* **H.S.C.** in Commerce from Gujarat BOARD (2011).
* **S.S.C.** from Gujarat BOARD (2009).



**Personal Details**

Date of Birth: 25th October 1994

Languages Known: English, Gujarati, Hindi, Urdu. Arabic

Hobbies: Sports Activities, always craving for knowledge.