**ELVIS**

***Dedicated & detail-oriented HR Personal & Accounts Clerk with 4+ years’ experience in diverse sectors, specializing in accounts & Inventory control. Efficient punctual and able to multi-task in fast-paced environments. PC proficient with in-depth knowledge of MS Office, Tax and payroll software’s.***

***Efficient Inventory Control Clerk who provides seamless stock maintenance and customer service to colleagues and clients. Proficient with inventory control systems working independently and as part of a team anticipating stock needs and updating locator information. Experienced in a variety of computer inventory systems and working in all sizes of warehouses and stock rooms.***



**E-mail:** [**elvis-393479@2freemail.com**](mailto:elvis-393479@2freemail.com)

**Nationality**: Indian

**Driving License :** **Valid UAE Driving License.**

**EDUCATION**

**June 2011 – April 2014**

**Bachelors of Business Administration**

St. Thomas college of Arts and Science – India (Affiliated by University of Madras)

**TRAININGS**

**2019**

Advanced certificate VAT Training

for TAX Agent.

**SKILLS**

* MS Office - Proficient
* Good Understanding of accounting and financial reporting principles and practices**.**
* Hands-on Practical experience with accounting software Packages like Tally, QuickBooks &

using ERP systems.

* Expertise on IT and Accounting software related technical problem solving.
* Sound knowledge in UAE Tax systems
* In-depth understanding of Generally Accepted Accounting Principles

**WORK EXPERIENCE**

**Finance Specialist and Inventory management.**

* Dubai, UAE

*March 2018 – to present*

* Preparing meaningful accurate and timely monthly management reorts.
* Ensuring the P&L team produce accurate analytics for senior managers.
* Assisting budget holders in the preparation of annual budgets
* Reviewing transations to ensure proper accounting with established standards .
* Set budgets and work closely with department heads to ensure that income and expenditures remain within target .
* Maintain and control all Financial transactions and take responsibility for managing the company ‘s Liquidity ensuring that it always has access to cash sources of credit
* Prepare VAT return and Submitted in [Federal Tax Authority](https://eservices.tax.gov.ae/en-us/).
* Monthly closing and preparation of monthly financial statement.
* Prepare analysis of account as requested by Banks.
* Prepare Goods Received Note, Invoices, Sales Order Demo DO & Sales Returns.
* Preparing accounts receivable and account payable.
* Implement Payment and keep records of the Supplier
* Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance
* Analyze financial statements for discrepancies and other issues that should be brought to the finance manager’s attention.
* Review all inter-company transactions and generate invoices as necessary
* Preparing the Payroll for the employees in UAE exchange and BANK transfer.
* Arrange visas (work permit, visit visa etc.) & medicals for staff, coordinating with other internal and external departments.
* Collect all appropriate documentation necessary for visa and permits required to be processed.
* Ensure all visa, medical, labor permits and licenses are up to date and arrange their timely renewal.
* Responding to staff queries on Visa/ Labor/ Passport related matters.

**Finance Control & Operation**

* Dubai

*Jul 2017 - Nov 2017*

* Handle operations of all carries i.e. Sea, Air and Land.
* Provide shipment information to customers.
* Preparation of documents for customer clearance
* Customs clearance and Inspection.
* Coordination with shipping Lines
* Assist in tracking shipments and providing alternative information
* Handling all Kind of import and export cargo and documentation preparation.
* Preparation of Job Reports and maintenance of office files & stamps
* Updating of shipment information to Dubai System.
* Arrangement of shipment transportation.
* Preparation of Vessel discharge survey report of bulk shipment open of all carries sea, Air and land.

**HR Assistant**

* Al Wasita Groups Emirates Catering Services LLC, Abu Dhabi, UAE

*Oct 2015 - Feb 2017*

* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
* Prepare placement of advertisements, sending acknowledgments and response letters, sourcing head hunting, screening, preparing interview documentation arranging interview, schedules and maintaining records of recruitment.
* Providing assistance in hiring process activities maintaining a spreadsheet on tracking an applicant.
* Preparing all documentations required like Job offer, recruitment agreement for all manpower recruitment agencies /office personnel on the new recruitment plan schedule and trips and all related documentation required.
* Follow – up for timely deployment of selected employees; coordinating travel arrangements / boarding of the new employees.
* Prepare documents and facilitate Process for staff going on leave, emergency leave, short leave, annual leave and travel arrangements.
* Maintain and update all employee records, memos, absences and disciplinary actions taken against the employee.
* Protect the security information data and file, filing of documents and implement effective file system and maintain and update excel spread sheets.

**HR Recruiter**

* Al Wasita Smart Move Career Consultants - Chennai, India

*May 2014 - Feb 2015*

* Sourcing the right profile for the requirement at hand by mapping the skills set, project experience & communication skill.
* Sourcing potential candidates through job boards like Naukri, Monster and our internal database.
* Experience in sourcing resume through networking, referrals, job posting.
* Correspond with job applicants to notify them of opportunities and perform initial phone screening.
* Ensure availability of back up resources in the event of candidate back-outs for key positions or any emergencies.
* Submissions of sourced resume to the requirements, follow -ups with account manager and scheduling interview.
* Negotiating the compensation packages
* Sourcing through various techniques like Internet tools, Referrals and Database etc.

**COMPETENCIES**

* Documentation management
* Strong organizational skills
* Interpersonal & leadership skills
* MS-Office, ERP 9.0 and Adobe Photoshop
* Team builder, confident & positive attitude.
* Good analytical, accounting & problem solving skills.
* Make good decision in difficult situation.
* Set goals to achieve and plan ways for different co - workers
* Ability to deal with pressure.
* Effective communication skills and excellent interpersonal skill.
* Responsible and sincere.

**LANGUAGES KNOWN**

English – Fluent in Reading, Writing and speaking (mother tongue)

Tamil – Fluent Speaker

Hindi – Read & write

**REFERENCES**

Available upon request

**DECLARATION**

This is to certify that the information written above is true and correct to the best of my knowledge and belief.

**ELVIS**