Summary

Young, Energetic, Results orientated, capable and confident professional with broad-based and progressive 9 years of experience in Accounting, business management, customer interaction, auditing and executive administration.

Proven leadership skills along with the necessary tenacity needed to get the most demanding of jobs done. Proven track record of professionalism, integrity, and creativity. Well-versed in managing diverse people and complex tasks within an office setting. Currently I am looking for an opportunity to build a career with a company that has a friendly, flexible working environment where I can learn, develop and thrive

AREAS OF KEY EXPERTISE

•Bookkeeping & General Ledger Mgt. •Accruals & Prepayment Mgt. •Accounts Receivable & Payable Mgt. •Procurement & Inventory Mgt. •Bank Reconciliation & Cashflow Mgt. •Monthly closing & Adjusting entries. •VAT Accounting & Return Filing. •Management Accounts Preparation •Financial Reports Preparation

Education

Master of Commerce

2009 - 2011

Madurai Kamaraj University

Bachelor of Commerce

2005 - 2008

University of Calicut

|  |  |  |
| --- | --- | --- |
| ACCA (Presume) | Presume - |  |
|  |  |

Experience

ACCOUNTING & AUDITING Co. Dubai &

July 2017 - To the date

Abu Dhabi, UAE

Senior Accountant

Handling major clients of the firm, responsible for Accounting transactions, preparation & presentation of financials and other MIS reports as per the requirement of Client and discussion of the same. Clients are from varied industries includes Trading Manufacturing, Even Management, Advocates, Real Estate, Restaurants and Other service Sectors. Handling multiple offline and online Accounting software packages.

DANISH

ACCOUNTANT SENIOR

[Danish-393562@gulfjobseeker.com](mailto:Danish-393562@gulfjobseeker.com)

Deira

Dubai, UAE

Skills

Tally ERP, Peachtree, Quick book, Focus, Waves, I Boss.

MS Office & Excel, Photoshop.

VAT Accounting and filing.

Languages

English, Hindhi, Malayalam, Arabic (Read & Write)

Personal info

Date of Birth : 28 Feb 1988

Nationality : Indian

Visa status : Employment visa

Marital Status : Married

Religious : Islam

General Job Roles

* Prepares and record asset, liability, Sales, Purchase, LPO, Receipt Note, Delivery Note, all other revenue and expenses



GROUP OF COMPANIES.

|  |  |  |
| --- | --- | --- |
| Dubai & Muscat. | March 2015 - June 2017 |  |
|  |  |

Accountant cum Audit Assistant

Trading and exporting of garments, Building materials & Stationeries. Branches handling: NOOR AL RAFAAH GENERAL TRADING LLC (Dubai),

AL RAFAAH INTERNATIONAL LLC, AL RAFAAH MIDDLE EAST LLC, SLAS LLC (Oman).

* Simultaneously act as an Accountant and Audit assistance in both Dubai and Oman branches (monthly visit)

PRINCESS CATERING COMPANY AND

|  |  |  |
| --- | --- | --- |
| RESTAURANTS. Doha, Qatar | Apr 2013 - Sep 2014 |  |
|  |  |

Accountant

Restaurants: SUKH SAGAR, MOTI MAHAL, WOK N WALK, BACOLOD

* Guiding and follow up with each outlet cashiers to record accurate Cash, Card, Credit invoices without error.
* Collect sales cash from cashiers and deposits to bank
* Reconciliation of credit card POS income & expenditure daily basis.

AKBAR TRAVELS OF INDIA PVT LTD.

|  |  |  |
| --- | --- | --- |
| Mumbai - India | Aug 2009 - Feb 2013 |  |
|  |  |

Account Executive

Travel and Tourism

* Recording and reconciliation day to day Sales invoices of Flight, Bus, Train ticketing, visa and tourism services, Attestation etc.

Training Experiences

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| --- | --- | --- |
| NAS Insurance, Abu Dhabi | Apr 2009 - July 2009 |  |
|  |  |
| Administration Trainee (3 Months Visit) |  |  |
| IPA (INSTITUTE OF PROFESSIONAL |  |  |
| ACCOUNTANT) | Jan 2008 - Sep 2008 |  |
|  |  |
| Account Trainee |  |  |

Successfully completed professional Accounting course and training along with Tally ERP, Peachtree software

Issued ISO Certificate of CPA (Certified Professional Accountant)

account entries by compiling and analyzing account information.

* Responsible for recording of accounting transactions for in compliance with accounting principles and company policy & procedures to ensure monthly closing of books of accounts
* Participation in Implementation of Accounting system & creating chart of Account for group need.
* Responsible for timely monthly group Management Accounts, payments, Receipts, Cash -flow management reporting for submission to Managements.
* Responsible for maintaining VAT accounting and VAT return on monthly/quarterly basis
* Respond to accounting inquiries from management in timely fashion
* Analyze financial discrepancies and recommend effective resolutions.
* Monitor day to day running of organization function smoothly
* Reconciliation of all ledger every month and resolving discrepancies.
* Inspecting financial statements to catch errors, misstatements.
* Bookkeeping for client’s year end adjustment of finalization of accounts for management.
* Outsourcing in clients accounting department as per client need. • Deal third parties regarding leasing arrangements & contracts as per group need.
* Manages accounting functions including maintenance of general ledger, accounts payable, accounts receivable, inventory management and project accounting; ensures accuracy and timeliness posting in accounting software are accurate
* Review sales invoices, credit memos & posted voucher on customer ledger.
* Review purchases & payments cycle with

3-way matching concept, LPO, Invoice,

GRN • Handling cash management system through bank & credit card reconciliation, checking all post-dated cheque for securities & working capital management cycle for operation.

* Manage and recording monthly Accrued and Prepaid expenses such as Salary, Rent, Electricity, Telecommunication exp etc