# 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 andthrive

#### AREAS OF KEY EXPERTISE

* Bookkeeping & General Ledger Mgt. •Accruals & Prepayment Mgt. •Accounts Receivable&PayableMgt.•Procurement&InventoryMgt.•BankReconciliation &Cash flow Mgt. •Monthly closing & Adjusting entries. •VAT Accounting & Return Filing. •Management Accounts Preparation •Financial Reports Preparation

DANISH

ACCOUNTANT SENIOR

Total Experience: 9 years

Danish-393562@gulfjobseeker.com

DUBAI, UAE

Education

Master of Commerce

Madurai Kamaraj University

Bachelor of Commerce

University of Calicut

2009 -2011

2005 -2008

# Driving License: UAE, INDIA

Skills

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

MS Office & Excel, Photoshop. VAT Accounting and filing.

ACCA(Pursuing)

# Experience

## Accounts &

Languages

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

# Personal info

Date of Birth: 28 Feb 1988 Nationality: Indian

## AuditingCo.Dubai,Abudhabi/UAE

### Senior Accountant

Handling some of major accounting clients:

Mar 2015 - At present(Oct2019)

Visa status: Employment visa Marital Status:Married

-REEM CAPITAL CONTRACTING LLC – RMB GROUP

-SHAMS INVESTMENT LLC (Property & Real-estate)

-FASTCAR SERVICE CENTRE, SUNSHINE AUTO REPAIRS (Garage)

-RIVERISLANDINTERIORDECORATIONLLC(Interior&contracting)

-AL NASAR ADVOCATES & LEGAL CONSULTANT (Advocates firm)

-RENT A TOWEL, RENT A CRIBS (Equipment rental & Trading)

Religious: Islam

Father name: Kadiri koya

# General Job Roles

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

Accountant cum Audit assistance under client visa on contract base for the period from Mar 2015 to Jun 2017 for their below franchise branches.

DUBAI: NOOR AL RAFFAH GENERAL TRADING LLC.

OMAN(onmonthlytouristvisa):ALRAFFAHINTERNATIONALLLC,AL RAFFAH MIDDLE EAST LLC, SALASLLC.

(Import & export and direct trading with stationary, garments, building materials etc.)

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 ofaccounts
* Participation in Implementation of Accountingsystem&creatingchartof Account forgroup need.
* Responsible for timely monthly group Management Accounts, payments, Receipts, Cash -flow management reporting for submission toManagements.

## RESTAURANTS. Doha/Qatar

### Accountant

#### Restaurants & Catering Company

Apr 2013 -Sep2014 • Responsible for maintainingVAT

Accounting and VAT return on monthly/quarterly basis

* + Respond to accounting inquiriesfrom

#### Franchises: SUKH SAGAR, MOTI MAHAL, WOK N WALK, BACOLOD

Addition Responsibilities: - Guiding and follow up with each outlet cashiers to record accurate Cash, Card, Credit invoices without error.

* Collect sales cash from cashiers and deposits tobank
* ReconciliationofcreditcardPOSincome&expendituredailybasis.

Management in timely fashion

* Analyze financial discrepancies and recommend effectiveresolutions.
* Monitor day to day running of organization functionsmoothly
* Reconciliation of all ledger everymonth and resolvingdiscrepancies.
* Inspecting financial statements tocatch

## Mumbai - India

### Account Executive

#### Travel and Tourism

Aug2009-Feb2013 errors,misstatements.

* + Bookkeeping for client’s year end adjustment of finalization of accounts for management.
	+ Outsourcing inclients accounting

AdditionResponsibilities:-RecordingDaytodaySalesinvoicesofFlight, Bus,Trainticketing,visaandtourismservices,Attestationetc.

# Projects & Training

department as per client need. • Deal third parties regarding leasing arrangements & contracts as per group need.

* Managesaccountingfunctionsincluding maintenance of general ledger, accounts payable, accounts receivable,inventory

Management and projectaccounting; ensures accuracy and timeliness posting in

## NAS Insurance, Abu Dhabi

### Administration Trainee (3 Months Visit)

IPA (INSTITUTE OF PROFESSIONAL ACCOUNTANT)

Account Trainee

Apr 2009 - July2009

Jan 2008 - Sep2008

Accounting software are accurate

* Review sales invoices, credit memos& posted voucher on customerledger.
* Review purchases & payments cycle with 3-way matching concept, LPO, Invoice, GRN • Handling cash management system through bank & credit cardreconciliation,

Successfully completed professional Accounting course and training along

with Tally ERP, Peachtree software

Issued ISO Certificate of CPA (Certified Professional Accountant)

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 expetc