# *CURRICULUM VITAE*

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AMBAREESH

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**Career Objectives**

To secure a responsible and challenging position in a progressive organization offering opportunity for advancement.

**Professional & Personal Strengths**

A capable to take right decision at right time and confident person with good interpersonal skills, self –motivate, able to work both on own initiative and in the team, high communication skills.

**Interested Areas :**

***Accountant,Administrative officer,Customs and Inventory Controller,***

**Educational Qualifications :**

**DEGREE COURSE in BACHELOR of ARTS (BA) in 2005**

**: from University of Kerala, INDIA**

**Computer Knowledge :**

Well conversant with most popular software and latest operating systems like**Microsoft AX-2012,WINDOWS XP, MS OFFICE XP,e-mail etc.**

**Work Experience :**

**Oilfield Services & trading Co .LLC ( 2015 February onwards )**

## DUTIES & RESPONSIBILITIES:

* **Accountant:**
* Timely Invoice submission as per customer PO
* Supervision in Invoice processing, expense reports, credit memos and payment transaction
* Preparing Monthly Closing Accounts Report.
* Daily Bank reconciliation with account statement.
* Analyzing Company profit with monthly financial reports.
* Petty cash handling and record updating
* Maintains and keeping all confidential financial information’s of clients.
* Timely follow up with customers and arranging meeting with suppliers incase delay payments.
* Payments (Receivables) follow ups for all invoice issues.
* **Customs Works. ( Jebelali Free Zone )**
* Preparing **Bill of Entry**
* Preparing inBound and OutBound Gate passes.
* Preparing and Clearing **Internal Transfer Documents** with in Free zone companies.
* Create Entry Pass for Company visitors.
* **Administrative officer**
* Maintaining and filings of all accounts & personal documents
* Accountable for timely visa renewal of all personal.
* Maintaining of all personal file and record as per IMS & JAFZA requirements

**Personal Profile :**

**Date of birth : 02-April-1985**

**Nationality : INDIAN**

**Marital status : MARRIED**

**Visa status : EMPLOYMENT VISA**

**Driving License No : 2183106(Abu Dhabi)**

**Languages known : ENGLISH, HINDI, ARABIC (beginner)& MALAYALAM**

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