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| **SUHAIL**  Dubai - UAE  [Suhail-395837@gulfjobseeker.com](mailto:Suhail-395837@gulfjobseeker.com)  **Currently in Visit Visa (Valid till middle of Jan 2020)- Ready to start immediately** |  |

# OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people, to learn and gain practical exposure in managing an organization so that the organization can utilize my knowledge, idea and time for mutual benefit.

# SKILLS

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| * Advanced knowledge in Tally and other accounting Software. * Records maintenance. * Problem solving. * I.T skills. * Payroll processing. | * Profound knowledge on MS – Office (Excellent skills in Power Point, excel and Word). * Communication skills. * Time management. * Teamwork and leadership. * Adaptive to any situation. |

**WORK HISTORY**

**in Calicut March 2019 – October 2019 ACCOUNTANT**

**Responsibilities**

* To complete and maintain Sales invoices and reports.
* Handling all types of Vouching, include Invoice, Documents, Bills and Cash Memos.
* Resolve the Invoice discrepancies.
* Maintain billing system and prepare general cash summery.
* Preparation of daily and monthly reports (Sales and Purchase).
* Reports on Debtors and Creditors.
* Passing entry of daily transactions.
* Dealing all tax matters like **GST** and **e-filing, e way bill** etc.
* Preparation of documents relating to Interstate Purchase.
* Review the entire departmental attendance sheet for the salary process.

# in Calicut May 2017 – March 2019

**ACCOUNTING CONSULTANT**

**Responsibilities**

* Maintenance of books of accounts
* Reviewing / preparing Bank reconciliation statements.
* Maintain stock ledgers & supervised inventory.
* Analyses billing variances and investigating significant discrepancies.
* Preparation and input of month end journal vouchers.
* Involved in producing and analyzing yearend financial accounts.
* Collecting data’s from clients for internal audit filing purpose
* Dealing all tax matters like Kerala Value Added Tax (**VAT**), Goods and service Tax (**GST**), Income Tax, Customs Tax, etc.
* Dealing with all accounts work of **Hotels**, **Advertising companies, Export companies**, etc.
* Handling all types of accounts including Final account, Journal, Ledger, Trading a/c, Profit & Loss a/c, Balance Sheet, etc.
* Preparation of books of accounts and financial statements incompliance with accounting standards.
* Establish, maintain and coordinate the implementation of accounting and accounting control procedures.
* Maintaining assets register and prepare depreciation / pre payments on monthly
* Monitored and managed bank balance and mortgage repayment schedules to ensure timely settlement of loans.

# TECHNICAL QUALIFICATION

* Knowledge in **Tally, Quickbook** and other accounting softwares.
* Profound knowledge on **MS – Office** (Excellent skills in Power Point, excel and Word).
* Advanced knowledge in Computer Hardware and Software.
* Completed Diploma in Foreign Accounting **DIFA**

# EDUCATION

* **Bachelor of Commerce with computer application**: Under Calicut University - 2017.
* **Plus Two: Commerce and Computer** under State Board, Kerala - 2014.
* **SSLC :** under State Board, Kerala – 2012.

# PERSONAL INFORMATION

Visa Status : Visit visa

Nationality : Indian

Date of Birth : 10 Mar, 1996 Marital Status : Single

Linguistic Abilities : English, Malayalam, Arabic & Hindi.

# REFERENCES

I hereby declare that the above furnished details are true to the best of my knowledge.

Place: Dubai Suhail