

UAE EXPERIENCED ACCOUNTANT



Mr. Hiroy

**Eritrea National
Indian Educated
VAT Experienced
Tally Peachtree Know How
Can Join Immediately
Visa Available till Dec 2024**

INTERESTS

-Reading -Teaching -Encouraging

LANGUAGES

English	● ● ● ● ●
Amharic	● ● ● ● ●
Tigrigna	● ● ● ● ●

RESUME OBJECTIVE

*As Talented Accountant having advanced knowledge of Accounting principles along with Accounting softwares such as Peach tree,Tally erp-9 and Micro soft Excel.
*As Adminstrator who goes above and beyond basic Adminstrative Tasks and takes on multiple projects at once.Excellent work ethic and strength in boosting company morale.
*Hard working,multi tasking Executive Assistant with outstanding telephone,scheduling and documentation skills.

WORK EXPERIENCE

- | | |
|---------------------|--|
| Oct 2021 - Present | Finance Head & Adminstrator
<i>Eagle Wing General Trading FZE-LLC, DUBAI,UAE</i>

Since October 2021 till present i have been working As Finance head,Accountant & Adminstrator in Mount Sina Hotel LLC and sister company Eagle Wing General Trading FZE LLC |
| Jul 2020 - Oct 2021 | Accountant and Marketing manager
<i>Baharat International FZE, DUBAI,UAE</i>

*Worked as Accountant mainly follow up cash in flow and out flow of the company
*preparing profit and loss statement and Balance sheet
*Worked as Marketing manager focusing on purchases ans sales
*i was doing my best level all adminstrative Activities to Run the Business,etc |
| Jun 2019 - Jul 2020 | Finance and Adminstration Manager
<i>Risen King General Trading LLC, DUBAI,UAE</i>

* Working as Adminstration & Finance Manager Such as:
-Follow up Accounting Entries in Tally erp-9
-Follow up & Registering Daily Petty cash Expenses
-Attending Daily Cheque withdrawals & Deposits
-Independently Handling of Telegraphic Transfer Through Smart Business Banking Services
-Evaluation of the financial position & Status of the company & to attend meetings with Auditors
-Applying & Renewal of Trade Licenses for UAE
-Renewal / issuing of Visa & other Employee Related issues.
-Preparing Payroll of Employees & Communicating with WPS for salary issuance
-Communicating with Government & Private offices for any Issues on behalf of the Company,etc |
| Jun 2018 - Jul 2019 | Accountant and Adminstrator
<i>Alamoore Gold Smith, Dubai,UAE</i> |

	<ul style="list-style-type: none"> -My duty was to register Sales,purchases & expenses in peachtree software -Maintaining petty cash & payroll, etc by excel. -Attending workers grievances & other issues related to workers. -Writing various letters to private & government departments,etc.
Jun 2015 - Jul 2018	<p>Accountant and Administrator <i>Teseny Trading Company, Teseney,Eritrea</i></p> <p>*worked as Accountant in maintaining all accounts records And as Administrator in following up Administrative daily routines.</p>
May 2014 - Apr 2015	<p>Accountant and Administrator <i>Zeray Comercio LDA, Luanda,Angola</i></p> <p>*Worked as an Accountant & Administrator in Luanda,Angola And sister company Risen king General Trading LLC. Dubai,UAE ,.</p> <ul style="list-style-type: none"> -My responsibility in these two Companies were controlling & registering sales & receipts with Tally erp 9 Accounting software -Follow up account receivables also maintaining stock Reconciliation & bank reconciliation. -Communicating with various Suppliers,Embassies,government & private agencies for domestic & overseas through Company letters & Emails .
Jun 2011 - Jul 2013	<p>Administrator <i>Teseny Trading Co., Teseney,Eritrea</i></p> <p>*worked as Administrator in maintaining all administrative functions</p>
Aug 2008 - Jul 2009	<p>Customer Care executive <i>Zygos IT services PVT LTD., Pune,India</i></p> <p>*worked as Customer Care Executive</p>
Mar 1997 - Apr 1998	<p>Office Management and Guide <i>Drora Tourism Agency, Addis Ababa,Ethiopia</i></p> <p>*Worked as an office Management & city tour guide</p>
Sep 1992 - Jun 1993	<p>Teacher <i>Erafale Primary School, Asmara,Eritrea</i></p> <p>*Worked as a teacher in Mathematics & English.</p>

EDUCATION AND QUALIFICATIONS

Sep 2008 - Sep 2010	M-Phil <i>Tilak University, Pune, India</i> M-Phil in Economics- I did research for two years by the title "global financial crisis in reference to Indian Automobile Industry."
Sep 2006 - Sep 2008	MA <i>Tilak University, Pune, India</i> Master of Arts in Economics from Tilak University, India
Sep 2002 - Sep 2004	M-Com <i>University of Pune, Pune, India</i> I did Master of Commerce in Business Administration from Symbiosis college (Affiliated to the University of Pune), India
Sep 1998 - Sep 2001	B-Com <i>University of Pune, Pune, India</i> I did Bachelor of Commerce in Business Administration & optional subject in Cost & Works Accounting from MMCC College (Affiliated to the University of Pune), India

REFERENCES

Eagle Wing General Trading FZE-LLC	Gebremariam Duguma <i>+971526004484</i> <i>wingeagle62@gmail.com</i>
Mount Sina Hotel LLC	Muhammad Ishaq Hassan <i>+971565442111</i> <i>info@aurahotelsolutions.com</i>

SKILLS

Micro Soft Office	● ● ● ● ●
Tally erp-9 Soft Ware	● ● ● ● ●
Peach Tree	● ● ● ● ●



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