A suitable position in Accounts & Finance with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth.

 **Skills & Experience**

* 8 years UAE Experience in Accounts & Administration for Construction, Interior Fit out & Freight forwarding companies
* 7 years Accounts experience in India for Trading companies
* Experienced in the use of Tally, Accounts Pro, PROFIT, Flair soft, M.S Office & Internet
* Have excellent planning, analytical & problem solving skills
* Committed and hard working individual
* Accounting of Sales invoices & Delivery Order
* Monthly expenditure Analysis
* Management of Accounts Payables & Receivables
* Reconciliation of bank\Creditors\Debtors
* Supervision of Accounting and Administration

 **Professional Experience**

***06-2013 – 11-2016* Accountant General**

 *Dragon Freight System L.L.C, Dubai, U.A.E*

* + - Accounting of petty cash, Deposits, PDC, Loans & Credit, bank transactions, etc
		- Reconciliation for Bank, Cash, Customer receivable and Vendor payable.
		- Coordinate with the operation team to assure the delivery on time to avoid customer discrepancies.
		- Submission of sales summary & dues report to the management by weekly basis
		- Effective credit control & streamline for the local, overseas receivables & payables.
		- Prepare regular reports and summaries of accounting activities.
		- Submitting all documents related to Accounts, Enquiries, Quotation & LPO Sent and received to the management by the end of month.
		- Maintain the necessary schedules for finalisation & provide the details to auditors.

***03-2011 – 06-2013* Accountant**

 *MY3 Technical Works L.L.C, Dubai, U.A.E*

* Maintain Project based accounting & subcontractors files
* Coordination with Management and procurement departments
* Arranging the materials to various sites & make sure to complete the projects on time
* Collect the refund from govt. authorities (Dubai municipality, Civil defense) upon the completion of each project.
* Maintaining employee personal files, making sure all sensitive documents are in place

***12-2007 – 02-2011*** **Accountant**

 *Emirates Crown Glass Trading L.L.C, Sharjah, U.A.E*

* + - Recording and Filing all vouchers, Invoice, DO, Bank Receipts, Loans & Credit Receipts, Cheques, Quotations, LPO, Enquiries etc
		- Calculate Attendance and leaves
		- Responsible in making Payment Voucher, Invoice, Delivery Order and Pay-Roll Calculation

***09-2004 – 10-2007*** **Accountant**

 *Excel Foot wears, Kerala, India*

* Writing daily sales report, resolving vendors & suppliers queries.
* Directly deals with Banks & Suppliers.
* Maintain Vendor & supplier registers.

***06-2004 – 08-2004*** **Accountant**

 *Brothers Carpentry, Khorfakkan, Sharjah, U.A.E*

* Maintain the books of accounts through Tally software
* Reconciliation of account payables & receivables
* Provide monthly financial and management reports

***09-2002 – 03-2004*** **Accounts Clerk**

 *BS & S Enterprises, Kerala, India*

* + - Responsible for data entry, processing Cheques and filing
		- Maintain records of invoices and creditors' payments
		- Generating reports on Aged stock, unsold stock, slow moving stock, brand wise stock ageing etc for effective inventory control.

***08-2001 – 09-2002* Accounts Assistant**

 *Simon & Co., Chartered Accountants, Kerala, India*

* Assist in the day-to-day running of the Accounts Office
* Organizes and maintains retention files for required period of time
* Assisting finalisation statements

 **Education**

**1999** Bachelor of Commerce, MG University, Kerala, India

**2000** PGDCA, MCS, Kerala, India

**2001** O’ Level, DOEACC Society, India

**2002** Tally 9, Infoline Computer Education, Kerala, India

 **Personal Details**

Nationality : Indian

Date of Birth : 27-05-1977

Visa Status : Visit Visa

Visa Expiry : 18/03/2017

Sex & Marital Status : Male, Married

Language Capacity : English, Hindi, Malayalam