SIMISH

**ACCOUNTS EXECUTIVE | RECEIVABLES & PAYABLES | FINALIZATION**



Simish.200749@2freemail.com



**EXECUTIVE PROFILE**

Accounting professional with 5+ years extensive experience doing full financial and statement audits,
reviews, full disclosure compilations and government audits. Flexible who adapts seamlessly to
constantly evolving accounting processes and technologies.



**HIGHLIGHTS**

● Tally ERP 9 & MS Office Tools. ● Accounts Receivable & Payable.

● Auditing Methodology. ● Complex Problem Solving.

● Accounting Systems Assessment. ● General Ledger Accounting.

● Account Reconciliations. ● Cash-Flow Report Generation.



**ACCOMPLISHMENTS**

● Maintained accurate accounts including cash, inventory, prepaid, fixed

 assets, accounts payable, accrued expenses and line of credit transactions.

● Operated computers programmed with accounting software to record,

 store, and analyze information.

● Increased compliance for the cash management department by aiding

 in internal and external audits.

● Reduced invoice over payments by 60%.

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**CAREER SUMMARY**

Feb 2014 to Current Accounts Executive

**Steel Craft Ref. & Kitchen Equip L.L.C** － Sharjah, UAE.

● Finalization of Accounts and Prepare Financial Statements and Cash Flow Statements.

● Manage day to day finance and accounts operations.

● Salary Calculations & WPS Updating.

● Review, verify and Posting Sales Invoices.

● Review, collection and cash deposit slips from cashier and enter Bank Receipts Record

 transaction in system.

● Prepares general ledger entries by maintaining records and files; reconciling accounts.

● Preparation of monthly Financial Reports for the Managements.

● Maintains customer confidence and protects operations by keeping financial information

 Confidential

● Conduct periodic Financial Audit of the Company.

● Accounts Receivable and Payable Management.

● Preparation of Bank Reconciliation statement.

● Finalization of monthly/annual financial reports.

● Reconciliation of vendor Statements timely and accurately.

● Contributes to team effort by accomplishing related results as needed.

● Implements accounting procedures and company policy.

July 2011 to Dec 2013 Accountant

**Jeeyem Builders & Developers**－ Cochin, India

● Responsible for the timely payment of all vendor liabilities

● Calculate the landed costs of purchases and updating inventory

● Maintain the fixed assets register in the accounting system

● Prepare statements and reports of estimated future costs and revenues

● Maintain general and subsidiary ledgers, accounts receivable, accounts payable revenue

 distribution, depreciation, cost, property, and operating expenses, and insurance records

● Assist in the development and implementation of goals, policies, priorities, and procedures

 relating to financial management, budget, accounting, and/or payroll.

● Verify correctness of all quotations issued by any team member

● Ensure that all suppliers’ accounts are fully reconciled periodically

● Is responsible for the preparation of inter-company reconciliations and the resolution

 of outstanding items

● Maintain and update all accounts

● Maintain the accounting of lease-related activities in the system and work out recharges

 to vendor

● Support in cash management, banking, vendor relationships and implementation of the

 ERP system

● Liaise with HR on the financial and timely payment arrangements for the monthly payroll

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**ACADEMIC & CREDENTIALS**

2008 - 2010 MBA in Logistics & Shipping.

VELS UNIVERSITY － Chennai India.

2005 - 2008 Bachelor of Commerce.

MAHATMA GANDHI UNIVERSITY － Kerala, India.



**ADDITIONAL SKILLS**

● Proficient with Microsoft Word, PowerPoint, Excel

● Knowledge of Tally ERP 9

● Valid UAE Driving license



**PERSONAL SNIPPETS**

● Nationality

 Indian

● Marital Status

 Married

● Languages

 English, Malayalam, Urdu, Hindi and Tamil

● Date of Birth

 27th June 1987

● Visa Status

 Employment Visa – UAE



**HOBBIES AND INTERESTS**

● CV writing for jobseekers in UAE

● Conducting workshops throughout the UAE like LinkedIn, mock interviews etc.

● Running a free website www.skydest.com for job vacancies in Middle East.

● Reading, playing football and badminton on weekends