**Gulfjobseeker.com CV No:** **1314804**

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***Career Objective:***

Excellent accounting skills, with experience in all accounting terms dealt with customers & high level workloads within strict deadlines. Now looking to start for a new challenging position to meet my competencies, capabilities, skills, education & experience.

***Educational Qualification:***

* B Com (Bachelors in Commerce)

University Goa University

Year 2000 - 2003

* Higher Secondary School.

University Goa University

Year 1999 – 2000

***Soft Skills:***

Knowledge of MS Windows (98, 2000, XP), MS Office (MS Excel, MS Word, MS PowerPoint), Tally ERP 9 & Logistics

***Strengths:***

|  |  |
| --- | --- |
| * Logistics & Supply Chain Management
 | * Excellent background in trading business
 |
| * Accounting and financial reports preparation (MIS Reports)
 | * Variance analysis and reporting skills
 |
| * Books of account management expertise
 | * Letter of Credit and Bill of Lading knowledge
 |
| * Skilled in business administration
 | * Computer literate with strong leadership skill
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|  |  |
|  |  |

***Area of Expertise:***

* Expertise in handling and maintaining complete books of accounts independently including cash, bank, customer-vendor ledgers, receivable and payable, payroll, sales, purchase, inventory and expense books.
* Monitor all above mentioned ledger accounts together with costing and supporting transaction documents.
* Manage operating bank accounts with extensive knowledge on banking transactions.
* Adept in dealing with foreign remittances and demand drafts, applying for loans, running finance, cash finance and export refinance facilities.
* Well aware on the complete process of opening L/Cs at different margins.

***Work Experience:***

***Al Fajer Establishment, Dubai***

Accountant – June 2008 till Date

***Proven Job Role -***

# Preparation of Payments to Local, Overseas Supplies & Petty Cash Payments

* Assist the Finance Manager in data processing.
* Prepare and update financial accounting activities (hands-on).
* Prepare daily and monthly Cash flows.
* Assists in the analysis of financial data and extracts and defines relevant information; interprets data for the purpose of determining past financial performance and/or to project a financial probability.
* Prepares reports for management equal contribution to prepare management Flash reports, MIS reports, Revenue analysis and Compensation report recommends action or change.
* Monitor actual results against budget and forecast, providing relevant analysis and insight.
* Prepare Bank Reconciliation Statement; Book debt’s Statement, Salary Reconciliation Statement, Compensation Statement, Creditors & Debtors Statements and other reports.

**VIVUS SMRC Heart Centre – (Goa -India)**

**Accounts Assistant-Cum Cashier**. – (April 2007 to May 2008)

Job Responsibilities.

* Bank Receipts and Bank Payment Entry.
* Monitoring Payables & Receivables to review and finalize monthly collection & payment reports.
* Bank Reconciliation & Statement of Debtors & Creditors.
* Depositing Daily cash collection in the Bank.
* Maintaining Reports for collection received through Credit or Debit Cards.
* Handling Petty Cash Expenses within the allocated budget.
* Additional responsibility for co-ordination with all the departments for the smooth flow of work.

 **Ititdad Urban Co-Operative Credit Society - (Goa-India)**

**Accounts Assistant-Cum-Cashier**: - (Oct 2003 – Nov 2007)

 **Job Responsibilities:-**

* Worked as Cash-cum-Front Desk Executive.
* Submit monthly collection & advances report to Accounts Manager.
* Tracking the bank position.
* Preparing daily collection report.
* Daily Collection for the day remitting in the bank account.

***Personal Details:***

Sex : Male

Date of Birth : 22.06.1982

Nationality : India

Marital Status : Married

 Languages Know : English, Hindi, Marathi & Arabic (Starter).

 Visa : Employment Visa.

Expected Salary : Negotiable