**Gulfjobseeker.com CV No:** **1341012**

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**{5 years work experience (2years as an Assistant Accountant in UAE)}**

**CAREER OBJECTIVE:**

Aim to be associated with a Progressive organization that gives me the scope to share my Knowledge and skills in accordance with the latest trends and be a part of team that dynamically works towards the growth of organization and gives the satisfaction thereof.

Looking for a successful career by working in the finance department for an ambitious and expanding company

**ACADEMIC QUALIFICATIONS:**

* Diploma in Computerized Accounting (Peachtree and Quick Book)
* Manual and Computerized Accounting (Tally ERP)
* B.Com (Bachelor of Commerce)
* Plus Two – Commerce

**PROFESSIONAL SKILLS:**

* Work as an Accountant
* Audit Assistant in a Chartered Accountants firm
* Foreign Accounting (Peachtree and Quick Book)
* Manual and computerized Accounting - Tally

**SKILL SET:**

* Accounting Packages: Tally ERP, Peachtree, Quick Book and Ms. Office

**WORK EXPERIENCE:**

* Impact Foodstuff Trading LLC

Assistant accountant

Dubai (October 2012 – January 2015)

* A.V Deven & Co

Chartered Accountants Office

July -2011 to June 2012 **–** Chennai- Tamilnadu- India

* Panama Motors – December-2009 to June-2011

(Mahindra Motors Dealer)

Job nature – Accountant

Calicut- Kerala- India

**Work Exposure**

* Reconciling bank statements and cash book entries.
* Preparation of various reports for senior managers
* Prepare various schedules and analysis of significant account balances
* Prepare and adjust entries for trial balance, account and bank reconciliation.
* Check and verify accounting entries of source documents such as invoices or vouchers, debit and credit notes.
* Maintaining Bills Payable, monthly payment cheque.
* Monitored and recorded company expenses
* Preparing day-to-day Invoices, Receipt & Payment vouchers & posting of account
* Debtor and creditor reconciliations
* Performed accounts payable functions for expenses
* Maintaining petty cash
* Preparing sales invoice and upkeep of an accurate accounts filing system
* Preparation and input of month end journal vouchers.
* Inputting, matching, batching and cording of invoices.
* Assisting Internal Auditor during Audit.
* Maintaining books of accounts of all clients on quarterly, monthly and yearly basis in Tally
* Assisting Chartered Accountant in preparing Trial Balance till finalization of accounts
* Assisting the Accounts and Tax manager in a different type of business roles

**Languages know:**

English, Hindi, Tamil and Malayalam

**Personal Strengths:**

Good understanding ability

Excellent communication skills

Ability to work in a team

Well prepared to adapt to difficult situations

**Personal Profile:**

Gender: Male

Nationality: Indian