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**PERSONNEL DETAILS:**

***Nationality :* Indian**

***Sex :* Male**

***Marital Status :* Married**

***Date of Birth :* 30/04/1974**

***Place of Issue :* Dubai (U.A.E)**

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| --- | --- |
| Objectives | * Looking for a good position and bring to light my skills for the benefit of the employer, the public and for the advancement of my career. * Seeking a position in a well-esteemed organization with a view to apply my learning’s to practical approach, adding values to my knowledge domain and expertise through work experience. * To offer my contribution, in the field of Accounting & Finance to the company and shares my knowledge, experience and efforts to achieve the organizational objectives. |
| **Skills & Abilities** | * **Experienced in working under pressure** * **Can convey information effectively to the concerned party** * **Being an experienced worker in the profession, I strongly feel that can be successful in this field** * **Attended Fire and Safety Training First Aid Course (Al Khobar, Saudi Arabia)** * **8 years’ experience in Gulf Countries will be an added asset.** |
| **Experience** | **January, 2011 – to till date as a General Accountant in “Power Group of Companies” Dubai (UAE).**  **The Power Group of Companies is an ISO 9001 and 18001 certified company in the field of Facilities Management, Construction, Security Services and other diversified Divisions of Business . The Power Group is the winner of the “Dubai Quality Appreciation Programmers” (DQAP) 2011.**  **Duties & Responsibilities:**  **Accounts Receivable, Accounts Payable, Processing Invoice (Annual & One Time Contract), Bank Reconciliation Statement, Project wise Cost Allocation, Analysis & Evaluation of Work- in Progress of on-going Projects, Preparation of Cash flow Statement, Prepare Cost Processing Statement, Attendance Generation & Payroll Processing of Staffs & Workers, Coordination and follow up of Business Credit Facilities from the Bank, General Ledger entries passing, Western Union Money Transfer Service and Trade Transfer, FOREX Transactions, Handle Safe Locker and Security Alarm Systematically, Finalization of books of accounts.**  **October 2007 – December, 2010 as an Accountant in Faisal Al Qatani Cont.Est. Al Khobar, Saudi Arabia.**  **Faisal A Al Qatani Cont. Est. is an Airport & Sea Port Customs Clearing Brokers in Dammam Kingdom of Sudi Arabia. The Company provides the Services in the field of Export and Import Customs Clearances &**  **Transportation & Warehouse facilities for the concerned shipments (Airport & Seaport)**  **Duties & Responsibilities:**  **Accounts Receivables, Accounts Payables, Maintain Cash Flow Statement, Bank Reconciliation Statement, Payroll Processing, Prepare Quotation, Invoice Processing, General Ledger entries for monthly and Quarterly closing, Handle PDC issued and received accurately, Petty Cash expenses booking & Finalization of Books of Accounts.**  **March, 2004 – September, 2007**  **Worked as an Accountant in “M/s. Indus Motor Pvt. Ltd” Ernakulum, Kerala (India).**  **M/s. Indus Motor Pvt. Ltd is a No.1 Maruti Suzuki Automobile Dealer and Customer Care Service**  **Provider in the field of automobile in India. Indus Motor is the Division of Peeve’s Group of**  **Companies, Dubai (U.A.E.).**  **Duties & Responsibilities:**  **Accounts Receivables, Accounts Payables, Maintain Cash Flow Statement, Bank Reconciliation Statement, Payroll Processing, Check Customers Vehicle Delivery list, Invoice Processing, General Ledger , Monthly Provision and Accrual Pass, Handle PDC issued and received accurately, Petty Cash expenses booking & Finalization of Books of Accounts.**  **August, 1999 – February, 2004 Worked as an Accountant in “M/s. Rajan Cashew Exporters”, Kerala**  **M/s. Rajan Cashew Importers, Exporters & Processors from the last 25 years is the Award Winner from**  **Honorable President of India, promoted by The Government of India, Ministry of Industries & Commerce**  **for the “Best Cashew Exporter & Foreign Trader” consequently from 2001 to 2004.**  **Duties & Responsibilities:**  **Accounts Receivables, Accounts Payables, Maintain Cash Flow Statement, Bank Reconciliation Statement, Payroll Processing, Prepare Cost Processing Statement, Invoice Processing, General Ledger, Monthly Provision and Accruals Pass, Handle PDC issued and received accurately, Inventory Register, Petty Cash expenses booking & Finalization of Books of Accounts.** |
| **qualifications** | 1. **Bachelor of Commerce, University of Kerala – 1996** 2. **Master of Commerce(Finance) Kerala University Course Completed – 1998** |
| **Other qualifications** | 1. **Tally Financial Accounting Programmer (Tally ERP 9) 2011** 2. **Intuit Quick-Books April 2014 (Syscoms College, Abu Dubai (UAE)** 3. **Computer & Operator Programming Assistant (CO & PA) – 1999** 4. **Typewriting English (Lower) Govt. of Kerala -1994** |
| **COMPUTER KNOWLEDGE** | **1 - MS Office (Excel & Word)**  **2- Web - Promise - ERP**  **3- Tally ERP 9**  **4- Intuit Quick Books** |
| **Communication SKILLS** | I have good communication skill and fluency in **English**, **Hindi** and **Malayalam.**  I can understand **Arabic** and **Tamil.** |
| **STRENGTHS** | - **Hardworking and quick learner - Commitment and dedication towards work - Sincerity and Self-Confidence  - Quick adaptability to challenging situations - Teamwork, Positive Thinking, Ability to Learn something different from others.** |
| **HOBBIES** | **- Listening music. - Reading.**  **- Meditation**  **- Arts & Sports**  **- Gardening** |