Cover Letter



HISHAM

Email: 248265@gulfjobseekers.com

Dubai,

U A E.

Subject: **CV for Accounting & Finance Position**

Dear H R Manager,

As you will see from the enclosed resume, I have **approximately 8 years of G.C.C. experience** in the field of **Accounting and Finance**. My resume shows that I have been consistently rewarded for hard work with promotions and increased responsibilities. These are a direct result of my expertise in **Accounts**, my commitment to personal and professional excellence, and my excellent written and oral communication skills.

My background of education is **B.**COM, based on my qualification and experience; I believe that I am the right person for this job.

***My Specialization & core competency includes:***

* Financial Statement
* Balance Sheet / Trail Balance
* Double Entry Accounting
* Recording, Summarizing
* Reporting, & Analyzing

Thank you for your consideration.

Best Regards

**CURRICULUM VITAE**

HISHAM

Email: 248265@gulfjobseekers.com

# Dubai.

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| **Career Objective**  |

To become a highly competent finance professional with the ability to cope with rapid changes in the financial world and to gain in-depth knowledge of business functions through continuous development and professional qualifications.

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| **Academic Credentials** | **Bachelor degree in Commerce (B.COM)**From CALICUT UNIVERSITY, KERALA, INDIA. |
| **Post Graduate Diploma In Computer Application (P.G.D.C.A)****From G-TEC COMPUTER EDUCATION, KERALA, INDIA.**  |
| **Diploma In Computerized Financial Accounting (DCFA)****From SPECTRUM COMPUTER EDUCATION, KERALA, INDIA.** |
| **Professional Experience** | **Accounts Clerk** **Gems Gallery LLC, Dubai, U A E.****Tenure: From March 2012 till present.*****Responsibilities include;***1. Finalizing of daily journal entries and ledger accounts in **Visual Wingold** **accounting software prepared by Web Masters LLC. (Dubai).**
2. Preparation of Inter branch transfer. (Shop to Shop Purchase & Sales)
3. Keeping Manual books of accounts. (Purchase & Sales register, Cash, Card & Bank book, General Ledge…etc.)
4. Preparing relative party statements to auditor. (Year ending)
5. Maintaining Gold & Diamond Jewelry Stock.
6. Preparation of Trial Balance.
7. Periodical reconciliation of subsidiary accounts with General Ledgers, Bank accounts, inter branch accounts and Banks reconciliation.
8. Assisting the Auditors in completion of audit in a timely and effective manner.

**Account Executive** **Arabia House Intl Transport Est. Co. W.L.L Doha, Qatar.****Tenure: From July 2009 to Feb 2012.*****Responsibilities include;***1. Finalizing of daily journal entries and ledger accounts in **Max Trade Business application accounting software prepared by Power Technologies. (Doha).**
2. Monitored the gradual process Of A/P & A/R.
3. Performed weekly and monthly closing of chart of accounts.
4. Verify daily Attendance Sheets for accuracy and prepare Payroll on a monthly basis of workers and administration.
5. Preparation of periodical Trial Balance, Receipt & Expenditure statement, and Banks reconciliation.
6. Submission of monthly reports to finance manager.
7. Depreciation on fixed assets.
8. Assisting the Auditors in completion of audit in a timely and effective manner.
9. All other works allotted by the Chief accountant including Pay-roll works, Sub contract accounts, Updating Project, Reconciliation of Bank and other Group accounts etc.
10. Follow up on all Company Payments due from Clients.

**Accounts Clerk** **Al Falasi Freight LLC. DUBAI.** **Duration of work : From December 2007 to Jul 2009** ***Responsibilities include;***1. All General accounting.
2. Making sales invoice and purchase entries.
3. Checking monthly bank statements.
4. Preparation of monthly salary of employees.
5. Maintaining the record of all customers.
6. Reconciliation of Banks, Customer and Supplier accounts.
7. Maintenance of Balance sheets.
8. Checking Emails from all major companies.
9. Finalizing of Purchase order, Sales order, etc…
10. Maintaining Local and foreign Vendor payments.
11. Submission of monthly reports to Chief Accountant.

 **Accountant****LULU GOLD PVT LTD, Kerala, India.****Duration of work: From September 2005 to Dec 2008.**  |
| **I.T Skills** | **Operating system** : Windows 07.**Applications**  : MS Office, access, & Internet. |
| **Accounting Software** | Tally 7.2, Peachtree, Daceasy& Quick Books.**Max Trade Business application accounting software** prepared by Power Technologies. (Doha) **Visual Wingold accounting software** prepared by Web Masters. (Dubai)  |
|  **Strengths**  | * Self-starter, organized, motivated and committed to responsibility
* Good written and verbal communication skills.
* Strong and hardworking ability.
* Customer Relations proficiency.
* Strong organizational skills and ability to handle multiple tasks simultaneously.
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| **Languages** | Can Read, Speak and Write: English, Hindi And Malayalam. |

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| **PERSONAL INFORMATION**  |

Marital Status Married

Religion Islam

Nationality Indian

Date of birth 03 May, 1985

UAE Driving License 3407390

Visa Status Employment Visa (Transferable).