**Objective:-**

A highly successful accountant , cashier and Logistics-Incharge with in valuable experience 3 Years in UAE with financial reporting and accounting, Hands on experience of providing professional advice in accounting, corporate finance, Inventory, Logistic Operations and Sales. Easy going by nature and able to work with all members of staff regarding Accounts, Logistics and Sales Team.

**PROFESSIONAL PROFILE**

* I have **3 years** of experience in Finance & Accounts with reputed companies in **Dubai**
* Professionally qualified with Master of Business Administration
* Well versed in computerized accounting TALLY 9 ERP & MS OFFICE Applications.
* Reconcile the Debtors & Creditors Account
* Management of receivables and payables
* Client & Vender Interaction & making follow-up for Payments.
* Cash Reconciliation Statement I.e. Inward & Outward Statement
* Bank account Reconciliation.
* Handling day to day Accounts including invoicing.
* Preparation of SIF file &Monthly Payroll Statement of the company
* Preparing monthly operating statement and financial statement and prepare the management reports.
* Follow Up with Local Bank for Banking Transaction.
* Generating Sales Invoices and other invoices(Export & import)
* Complete accounting works up to finalization and preparation of Annual Reports I.e. Trading , Profit and Loss , Balance Sheet.

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**WORK EXPERIANCE**

* **Asst.HUB INCHARGE, at Shop Online Trading Pvt.Ltd. (Logistics)** India, October 2012- January 2013.

***Job Profile***

In charge of total hub, coordination with sales team, following daily update from sales team and Reporting directly to the Senior Hub In charge.

* **CUSTOMER SERVICE EXECUTIVE, at Muthoot Fincorp Pvt.Ltd**,

***(Finance banking service*)** India, March 2013-Augest 2013

*Job Profile*

 I was working as a ***COUNTER CASHIER*** with total in-charge of cash inflow and out flow for the Branch.

* **ACCOUNTANT at BELLEZA JEWELLERY LLC , Dubai** September -2013 to till working. (Jewellery , Diamonds Trading & Factory)

*Job Profile*

* Manage the day to day financial transactions of the company.
* Maintain book of accounts in a computerized environment.
* Manage the whole range of Accounts Payable & Receivable ,Purchase & sales, Petty cash
* Manage the Stocks and Shipment Process( Import & Exports)
* Manage the Bank Transactions & statement Reconciliation
* Prepare Daily Report, Monthly Report, Annual Report
* Prepare Projected & Actual Cash Flow Statements
* Finalize Trading & Profit loss A/c & Balance sheet
* Ensure effective fixed assets & inventory control is applied.
* Calculate and distribute wages and salaries ( PAYROLL) with WPS
* Prepare regular reports and summaries of accounting activities.
* Verify recorded transactions and report irregularities to Management.
* Maintained all aspects of finance, accounting, marketing and data processing for the company.

**ACADEMIC PROFILE**

* **Master of Business Administration (Human Resource & Marketing)** Park College of Engineering and Technology Coimbatore, affiliated by Anna University Chennai, India.
* **Bachelor of Business Administration, Sadakathullah** Appa Arts & Science College, Tirunelveli, Affiliated with M.S.University, India.
* **Certificate in computerized Accounting (2008-2009)**

**KEY SKILLS**

* Tally 9, ERP
* Operating Systems: Microsoft Windows.
* MS Office: Excel, Word & Power Point.

**LANGUAGES**

* ENGLISH, TAMIL, HINDI ,MALAYALAM

**PERSONAL DETAILS**

Date of Birth : 17/07/1990

Nationality : Indian



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