**Senior Accounts Professional (General)**

Enthusiastic goal-oriented professional qualified by over total 13 years experience in accounts & administration. Have 7 years experience as a General Accountant in UAE and have a good understanding of manual and computerized accounting. A dedicated team player with demonstrated abilities, who can bring to your business additional professionalism, passion, productive ideas, enthusiasm and out of the box thinking with practical work experience.

**PROFILE**

* Hold a Bachelor Degree in Commerce (B.Com).
* Have 7 years experience as an Accountant in UAE & 5 years in India.
* Proficient in using Tally, Peachtree & Daceasy, **Flotilla** etc.
* Well-versed in MS Office applications.
* Have excellent skills in accounting & can handle up to finalization.
* Self-motivated, comfortable in taking initiative and working independently.
* Can work under pressure and meet deadlines.
* Have excellent communication & interpersonal skills.
* Worked in trading, manufacturing & **shipping & forwarding** company

**EMPLOYMENT HISTORY**

* **Senior Accountant,** M/s. Canara Woods & Plywoods., Mangalore, Karnataka, India. (Nov 2013 Onwards) – The company manufactures of plywoods, deals of all types of plywoods & leading supplier of shuttering plywood to the major construction company in south Indian sector.
* **Senior Accountant, M/s. Co. LLC. Dubai, UAE (Feb 2009 – May 2013) – The company is dealt of shipping & forwarding & transportation with various branches in UAE, Kuwait & Qatar and also with strong agents network worldwide**
* **Accountant,** M/s. Power Star Electricals Import & Export Co. LLC. Dubai, UAE (Feb 2006 Feb 2009) – The company imports electrical goods from China , India & UK & exports to the different countries like Iran, Iraq & Central Africa. The company has got job work production unit at China & Africa where manufactures cables, metal etc.
* **Accountant**, M/s. Shaffi Timber Co., India (Apr 2003 – Jan 2006)
* **Assistant Accountant**, M/s. Lulu Collections, India (Nov 2002 – Apr 2003)

### JOB PROFILE - ACCOUNTS

* Handling the account payables & Receivables as well as payrolls.
* Monitoring day to day GL, preparing month end MIS, Assisting FC in budgeting, & comparative analysis of financial statements (of various profit centers) & emphasizing control at various levels.
* Arrangement of payments by ensuring that the proper supporting documents are there from the operation dept
* Managing bank deposits, withdrawals, supervised bank reconciliation, specific account reconciliation, invoicing, billing queries and coordination with various operations staff for preparation of monthly revenue statements, petty cash handling.
* Prepare regular reports and summaries of accounting activities.
* Prepare financial statements and debtors’ listings / Check customers’ credit ratings
* Verify recorded transactions and report irregularities to Finance Manager.
* Maintained all aspects of finance, accounting, marketing and data processing for the company.
* Analyze trade payable/receivable to provide detailed reports of fiscal health to senior management. Send periodical reports to the management such as daily, weekly & monthly payable / r receivable report.
* Handling independently accounts up to finalization & generate financial reports to the senior management.
* Generated Trial balance, Income Statements and prepared balance sheets, general ledger, checks and reports.
* Reconciliation of payable/receivable Accounts and GL Control Accounts.
* Credit control and handle of accounts payables and receivables.
* Reconciliation of bank statements.
* Reconciliation of payment vouchers, receipt vouchers & petty cash statement.
* Maintain stock ledgers & supervised inventory control.
* Established and maintained close relationship with bank authorities and auditors, ensuring compliance with all regulatory bodies.
* Provide financial information to management for decision making & planning new strategies.
* Prepare costing for the imported & locally purchased goods; Prepare selling rate for the same.
* Ensured that there are effective internal controls.
* Assist to finance manager & get all the thing related to finance & key tools well organized for helping in smooth functions in the organization.
* Assist to the HRdepartment & all other clerical works.

**EDUCATION**

**Bachelor Degree in Commerce (B.Com) -**

Mangalore University, India

**Diploma in Computer Applications**

IBM Education Center, Mangalore, India

**COMPUTER SKILLS**

Accounting Software : Tally, Flotilla, Daceasy & Peachtree

Office Applications : MS Word; MS Excel; MS PowerPoint; MS FrontPage

Others : Internet E-mail; Spreadsheet etc

**PERSONAL PROFILE**

Date of Birth : 14th April, 1980

Nationality : Indian

Status : Married

Religion : Islam

Languages Known : English; Hindi; Kannada; Tamil; Malayalam

**First Name of Application CV No:** **1655394**

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