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Jenson (**9 years UAE Experience - Accountant**)

Email: [jenson.370056@2freemail.com](mailto:jenson.370056@2freemail.com)

**Presently In Jebel Ali FZE Visa**

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**Objective**

I am an experienced accountant looking for Excellence in the field of Corporate Accounting and to utilize my knowledge in the best possible way for the fulfilment of organizational goals.

**Prominent Expertise**

* Experience in handling accounts in an ERP Package.
* Strengths Include – General Ledger/ Financial Reporting/ Client Relationship/ Financial Analysis/ Account Reconciliation/ cash Flow/Budget.
* Handling Accounts Receivables & Payables.
* Monitoring and overview of Inventory.
* Dubai Trade operations – Employees Visa processing / Company trade license renewal and all Jebel Ali FZE administration operations.
* Creation of Templates and Procedures , MS Office (Excel Expert)

**Professional Qualification**

***Year Examination Specialisation GPA/Class Obtained***

*2005* Master of Business Administration (MBA) Finance First Division

(Bharathiyar University - India)

2003 Bachelor of Commerce (B.Com) Accountancy First Division

*(Calicut* University)

**Computer Proficiency**

**MS-Office & Others** : Advance-Financial Modelling with Excel, MS Word, PowerPoint.

**Accounting Packages** : Tally & Italian Customized accounting software - Hawaii.

**Professional Experience**

**M/s Castelli Middle East FZE –Jebel Ali FZE, Dubai:** [**WWW.Castelli.ae**](http://WWW.Castelli.ae)

**Accountant ( July ’2007 – March.2017 )**

“CASTELLI” the brand name communicates the values of “made in Italy” with essence of creativity, quality finesse and service in supplying the region with branded diaries, Notebooks writing instruments and Leather accessories.

* Preparing Bank reconciliation on a daily Basis and reviewing with the Accounts Manager.
* Handling accounts receivables and Payables.
* Preparing Cash Flow Statement.
* Payroll Preparation & Indemnity payments as per the prevailing Labour Laws in UAE.
* Preparation of budget and analysis.
* Handling company petty cash.
* Preparing staff salary &transfer via WPS.
* Maintained the fixed assets register in the accounting system.
* Responsible for the calculation of employees’ deductions, loans, advances, commissions and unpaid leaves.
* Responsible for all bank related operations.
* Preparation of sales commission on the basis of monthly receipts and allocated to concerned sales man.
* Monitoring and overview of Inventory Transactions and inspection of monthly stock counting.
* Preparation of Sales Invoices and statement of account.
* In charge of Dubai Trade operations – Employees Visa/Company trade license renewal and all Jafza related administration operations.
* Coordinating with Purchase, Sales, and stores.

**IAL LOGISTICS EMIRATES FZE**

**Accountant - Payables ( APR.2017 – MAY.2017 )**

* Handling Treasury operations.
* Payables - checking all invoices with purchase orders or with a valid contract.
* Check and verify all long outstanding LPOs.
* To maintain all suppliers’ files, maintain contracts and other payments related to contracts.
* To check arithmetical accuracy, date, quantity and receive stamp, approval on the invoices with LPO or agreement.
* To ensure timely payment to suppliers with reconciled statement of accounts.
* To ensure that other internal expense reports are approved by the Finance manager and the General Manager.

**M/s Dhan Group (Auditing Firm – India)**

**Assistant Auditor ( June 2006 – June2007 )**

* Experience in conducting auditing of different forms of Organizations.
* Inspects items in books of original entry to determine if proper procedure in recording transactions was followed.
* Verifies journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items.
* Submitting detailed audit report after scrutinizing all entries.

Personal Details

###### Nationality : Indian

**Sex :** Male

**Date of Birth :** 23thAugust 1982

**Marital Status :** Married

**License :** Valid U.A.E driving License

**Language proficiency :** English, Malayalam and Hindi

**Visa Status :** Employment (Jebel Ali Free Zone visa).