**Accountant with 3.5 years Professional Experience**



**SYAM**

**Current Location: Dubai, UAE**

**Contact number: C/o 971504973598**

**Email:** **syam.378454@2freemail.com**

**CAREER OBJECTIVE**

To be assigned a challenging role in **Finance & Accounts** that helps in utilization of my potential and provides me the opportunity to apply my skills to the mutual benefit of the organization and self.

**WORK EXPERIENCE**

**Accountant**:

Technical Resources Est , Dubai , UAE ( Oct 2016To Present)

Falcon Accounts Outsourcing, Kerala, India (Aug 2014 To Aug 2016)

**JOB PROFILE**

* + Prepare and review Vouchers, Quotation, LPO, Delivery note, Debit note, Credit note, invoices, Receipts, Payment vouchers and any other accounting documents.
* Handling Expense-Related Accounts
* Prepare periodical financial statements such as weekly, monthly, quarterly and yearly as per the instructions from the management.
* Preparing monthly MIS reports to provide management with an accurate timely perspective of forecasted financial positions.
* Provided financial status information by preparing special reports; completing special projects.
* Monitor and track obligations and expenditures for program and support functions throughout execution phase of annual operating budget.
* Control Petty Cash and monitor the cash movement
* payment Chasing from customers
* Report Presentation
* Ensure compliance with relevant laws and regulations and integrity of financial data
* Pass all Associated Final Entries

**EDUCATIONAL QUALIFICATION**

* **Master of Business Administration (MBA- Finance &HR),** MGUniversity, India
* **Bachelor of Commerce (B.Com),** MG University, India

**IT SKILLS**

* MS Office
* Tally ERP 9, Peachtree
* Confident to do any Accounting Software
* Orion

**PROFESSIONAL SKILLS**

* Stress tolerance
* Leadership
* Communication Skill
* Hardworking
* Professionalism

**PERSONAL DETAILS**

Date of Birth

: 08/06/1990

Gender

: Male

Nationality

: Indian

Marital Status

: Single

Religion

: Hindu

Languages Known

: English, Malayalam, Tamil

Visa Status

: Resident Visa

**REFERENCES**

Reference will be provided on demand.

**DECLARATION**

I Here By declare that the information furnished above is True to be the best of my Knowledge

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PLACE :AL KARAMA SYAM

DATE : FEB 2018