

CURRICULUM VITAE

Sonu

Dubai

UAE

*E-mail*

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CAREER STATEMENT

*“An accountant is responsible for examining, analysing and preparing financial records and statements for an organization. I am flexible, focused and*

*maintain a calm and professional demeanour at all times, even when working under pressure. During the time of my job with Chartered Accountant, I have engaged in the auditing of many public and private sector undertakings both Trading and*

*Non- Trading Concerns independently and also I have got an experience in Preparing Day book, Ledgers ,sales Register, Purchase Register, Stock statement, Petty cash*

*statements, Reconciliation Statements ,E-return filing, Trial Balance, Balance sheet, I am able to handle accounts and finance functions independently*



Career Objective

To be a part of your esteemed organization in which I can make a significant contribution by virtue of my hard work, sincerity & analytical bent of mind. Looking for a position offering personal growth, challenge and responsibility, where my talents can be effectively utilized.



Key Skills and Competencies



* Confidential invoice raising to clients with supporting documents and following up receivable with vendors in a timely manner
* Petty cash management.
* Preparing sales report on a daily basis.
* Preparing cash flow statements for financial planning.
* Managing day to day Accounting activities and posting accounting entries.
* Preparing various MIS.
* Reconciliation of banks and client’s accounts periodically.
* Preparing cheques and bank transfer.
* Preparing Payroll and issuing salary.
* Coordinating with external auditor and solving issues at timely and take remedial action to avoid same in future.
* Leading Annual Audit.
* Preparing monthly Profit and loss account and reporting to Directors
* Preparing essential financial statements like Trial Balance, Profit &Loss and Balance sheet etc.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.



*both in computerized and manual environment. During the time of my job in Oriental Fasteners and Galvanizing L.L.C I have much experience in Bills receivables, preparation of LC and CAD documents, Visa processing, create new hire*

*folders and orientation paperwork, Create and organize existing and new employee files etc. I am confident that with my skills and experience, I would make an excellent member of your team.”*

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***AREAS OF EXPERTISE***

Auditing

Account Analysis

Accounts Payable

Bank Reconciliations

Accounts receivable

Corporate Tax

Income Tax

Payroll Liabilities

Profit and Loss

Trial Balance

Balance Sheet

***PERSONAL SKILL***

Innovation and flair Communication skills Target orientated Team work Decision making Perseverance Attention to detail Confidence

Work Experience



***Accountant***

*Oriental Fasteners & Galvanizing L.L.C*

*Al-Thaweelah, Kizad*

*Abu Dhabi, UAE*

*December 2015 to April 2018*

***Audit Assistant***

*Thomas Varghese & Associates chattered Accountant firm*

*Adoor, Pathamthitta, Kerala*

*May 2011 to December 2015*



Academic Qualification



**Degree of Bachelor of Commerce**

*MG University*

*Kerala,India*

**Pre Degree in Commerce**

*Kerala University*

*Kerala, India*



Software Skills



* TALLY ERP 9
* MS Office,
* Internet Concepts, Ms-Access
* Accounting Software Shortcuts



Personal Information



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| --- | --- | --- | --- |
|  | Nationality | : | Indian |
|  | Visa Status | : | Visit visa |
|  | Date of birth | : | 16th May 1983 |
|  | Marital Status | : | Single |
|  | Languages | : | English, Malayalam, Hindi |

I hereby declare that the information given above is true to the best of my knowledge and assure that if given an opportunity to join in your esteemed organization I will discharge my duties with sincerity & honesty to the satisfaction of my superiors and clients as well.

Dubai

**Sonu**