

**APPLIED FOR CHIEF ACCOUNTANT**

Michael

Dubai,UAE,

# Nationality :Indian Languages Known: English,Hindi,Tamil

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Seeking a challenging opportunity in an organization with a goal to achieve

success and to enhance my skills.To endeavor success to the best interest of the organizations goal.

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**Professional Experience**

**Accountant**Feb 2019 –Sept 2019 **Unemployed**

**General Trading in Dubai On Dependant visa**

* Filed Cash payment,Bank payment vouchers,
* Filedpurchases,Handling cash receipts,Bank receipts,
* VAT Preparation,VATfiling,VATrefund,
* Petty cash handled
* Co operated with Audit office,
* Inventory report prepared

**Accountant General**Feb 2018-Jan 2019

**Star Pinoy Cargo LLC,Dubai**

 **\*** Preparing Balance sheet of the company

\* Prepared Bank Reconciliation Statement

\* Reporting to the Managing Director,Cashflow,Fundflow statement

\*Cooperating with Audit office for annual audit report

\* Prepared month end closures and year end closures

\* Salary transfer to company staff,etc,…

**Accountant**Nov 2009-Jan 2018

**Mega Speed Cargo ServicesLLC,Dubai(Rapid Freight)**

* Handled company cash independently,
* Branch accounts handled,
* Reported to Chief Accountant and Executive Director Cash Bookeveryday,
* Booked purchase,cash payment entries in the system,
* Prepared bank payment to shippingcompanies,
* Filed purchase,Bankpayment,Cash payment vouchers,
* Sent messages to branch offices(Africa),
* Handled insurance for company vehicles,
* Assisted in finalization of Accounts.

**Audit Staff** Nov 2006-June2007

**Swamy Associates,Bangalore-CHARTERED ACCOUNTANTS FIRM**

* Audited the company Accounts,
* Took the reports and submitted to the Auditor,
* Entered the Accounts entries in the system Tally 5.4,
* Files keeping in the Audit Office,

**Accountant** Sept 2005- Nov 2006

**HCL TechnologiesLTD,Bangalore**

* Keeping accounts file,entered entries in accounts software,
* Prepared bank payment,Cash Payment voucher,
* Prepared bank reconciliation statements,
* Filedvouchers,purchasesetc,…

**Accounts Assistant** Feb 2005- Apr 2005

**Jaison & CoNellaiDist**

* Entering purchase books,
* Entering petty cash register,
* Ledger account handling,
* Payment of salary distribution,
* Attending phone calls,
* Filing of vouchers,etc,…

**Accountant**Nov 2003 – Oct2004

**SampatInfotech PLTD,Mumbai**

* Prepared sales invoice,
* Prepared quotations to customers,
* Entered entries in accounts software Tally 5.4,
* Prepared Bank Reconciliation statements,filing of vouchers,
* Assisted to Chief Accountant,
* Attended phone calls,maintained files, finalization of accounts,
* Assisted in Profit and Loss Account and Balance Sheet

**Process Executive**Feb 2003-Oct 2003

**Information Tech Co**,**Mumbai**,(SafedPool)

**Appraiser** May 2002-July 2002

**Muthoot Bank P Ltd**,**Nellai**Dist

**Educational Qualifications**

**B.Com** TDMNS College, M.S University,Nellai,Tamilnadu.

(**Class I** in Professional Knowledge of Excellence)

**Masterof Business Administration** (**MBA**) DDE, Madurai, Madurai University,Tamilnadu.

(No internal marks)

**Functional Electives**

1**.**Financial Institutions and Services

2.Investment and Security Analysis

**Sectoral Electives**

 1.Entrepreneurship and Management of Business Enterprises

**Project Report**

**Employees Welfare Measures** at Kanem Latex Industries P Ltd,Nagercoil ,KanyakumariDist.,Tamilnadu

**Expert in VAT:VAT Filing,VATRefund**

# System Exposure

Advanced Excel,MS Word,

Accounting Package : Expert in **TallyERP9**,**Quick Books**

**Skills:**

* Autonomous
* Quick in learning
* Good team player and good in communication
* Able towork underpressure
* Problem solving skills
* Leadership skills

# Personal Details

Marital Status :Married

Driving License:UAE Driving Licence

Personal Contact : Michael-383114@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>