Hiren

🖳: hiren.383126@2freemail.com

I am submitting herewith my resume for your perusal and favourable consideration for the post of **Accountant** in your organization.

Review of my credentials will indicate that I am a qualified and high performing individual with excellent professional and technical skills achieved by Graduating in B. Com (Accounting & Finance)

I am a highly personable, self-motivated and diligent individual with flexibility to adapt to new situations.

Driven by high energy levels and technical competence I am confident of making visible contribution to company’s growth and profitability objectives.

A tour through my enclosed resume shall take you through the details and I am confident, in my credentials you would find a perfect fit for the said job. Thank you for sparing your time.

I would appreciate the chance to meet with you in person to discuss as to how I could be a vital part of your organization.

Thanking you in anticipation.

Yours sincerely

**Hiren Vinod Jagada**

**PROFILE**

Accomplished Accounts and Vat Knowledge with a high degree of professionalism and strong problem resolution capabilities. Maintains 100% accuracy in processing invoices. Dedicated to maintaining current state of accounts for cash flow purposes.

* Have a complete knowledge of VAT in Dubai, UAE under FTA certified consultant
* Specialize in financial planning, reporting and analysis in both private and public sector
* Thoroughly reviewed financial statements and tax audits to correct any discrepancies.
* Analysed cost and revenues to project future trends.
* Handling all Cash out flow and inflow of the company
* Maintaining Books of account of 2 company altogether **(Eva Tourism LLC and Butterfly Tourism LLC)**

***Core Competencies***

***⯎Vat Return filings ⯎Cash Handling ⯎Accounts payables***

***⯎Accounts receivable ⯎Budget Control ⯎Bank reconciliation***

**PROFESSIONAL EXPERIENCE**

**Eva Tourism LLC & Butterfly Tourism LLC**

October 2016 to Current (1 Year 10 Months)

*Inbond Tourism Company*

Accountant (Full time) (Area-Bur Dubai)

**VIJAY GOLD**

August 2015 to September 2016 (1 year)

*22k Gold Ornaments Wholesale & Export Company*

Accountant (Part time) (Area-India)

**JUSTDIAL PVT LTD.**

December 2013 to August2015 (1-year 8 month)

*Public Service Company*

Information Retrieval Officer (Area-India)

**DNA INFOLINE**

April 2013 to November 2013 (7 months)

*Public Service Company*

Information Retrieval Officer (Area-India)

**SOULFLOWER PVT LTD**

April 2011 to February 2013 (1 Year 10 months)

*Fragnant Candles And Flower Company*

Sales Executive (Area-India)

**KEY ACCOUNTABILITEIS**

* + Have an experience in doing vat return filing for more than 4 time in Dubai for 2 Companies
	+ Maintaining Books of accounts of 2 companies altogether **(Eva Tourism LLC and Butterfly Tourism LLC)**
	+ Have a Complete Vat Knowledge with Dubai FTA Certificate
	+ Handling accounts receivable and payables with Cash inflows and out flows altogether
	+ Complete monthly, quarterly, and annual bank reconciliation.
	+ Draft Invoices, reports and Vendor Payment.
	+ Manage financial statements and organize data for executives
	+ Making quarterly and year end closings
	+ Establishing healthy business relations with clients & external associates for securing repeat business & long-term customer loyalty

**ACADEMICS**

Have successfully cleared from INDIA, Maharashtra, Mumbai in 2016

Graduated in **B. Com (Accounting and finance)** successfully With ‘C’ Grade in 2016

Standard **10+2 equivalent** with 64.17% grade in 2013

Standard **10** with 71.82% 2011

**PERSONAL INFORMATIONS**

Nationality : Indian

Date of Birth : 15th February 1995

Sex : Male

Marital Status : Unmarried

Technical Proficiency : I am having a good command of

 Computer.

VAT Knowledge : Pursuing for Certified vat specialist under Dubai FTA

Computer Skills : Tally ERP 9, Ms Office

Typing Speed : 45 words per Minute

Languages in command : English, Hindi, Gujarati, Marathi (fluency in all modes)

Visa : Employment Visa

**Hiren**