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| Rajeesh  Rajeesh-392857@2freemail.com |

Visa Status : Under Cancellation

Availability : Immediate

Career Objective:

To effectively utilize the knowledge and experience gained in Accounting field to demonstrate the acquired skills in professional way.

To gain recognition & to contribute to the growth of the organization.

**EMPLOYMENT RECORDS: (6 Years working in Dubai as an Accountant)**

***Al Shami Sugar & Grains Packing***

***Dubai, UAE***

**Accountant**

***From June 2015 to Present***

**Responsibilities &Duties:**

* Reconciliation of bank accounts
* Managing Accounts payable and receivable accounts
* Arranging and Verifying the documents for Vat purpose
* Reconciliation of Suppliers Statement & Preparing the Payment
* Customer Follow Up & Collecting the Payment
* Preparing & Checking of Sales Invoices
* *Checking of purchase invoice, bankin*g transactions and cash transactions.
* *Carried out payroll processing tasks for over 50 employees*
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* *Collecting the cash collection & depositing to Bank*
* Monthly sales reports & Expense Schedule.
* Handling Petty cash & daily cash payments
* Manage day to day financial transactions of the company
* Preparation of Debit Note and Credit Note
* Control over credit monitoring system of an Organization
* Maintains Accounting data basis; Processing backups
* Calculating and checking to make payments, ensure transactions are recorded in correct head of Accounts
* Preparation and monitoring of sales register and collection register
* Ensure that the payment of the invoices are completed within a timely manner and in accordance with the payment terms
* Communicating Orally and Written to Clients
* Keeping Track of every transaction and logging details into a system
* Generation of outstanding reports
* Control on ageing reports on daily, periodical basis

***Treasure Box Trading L.L.C***

***Dubai, UAE***

**Accountant**

***From November 2012 to February 2014***

**Responsibilities &Duties:**

* Reconciliation of bank accounts
* Updating balance of Accounts receivables and payables
* *Checking of sales invoice, purchase invoice, bankin*g transactions and cash transactions.
* Monthly sales reports& Expense Schedule.
* Monitor and review accounting and related system reports for accuracy and completeness
* Cash flow Analysis.
* Preparation of Debit Note and Credit Note
* Maintaining records of personal files
* Making profit & loss account *and balance sheet*
* *Making Quotations & LPO.*

Educational Profile:

* **Bachelor of Commerce (B.com)**Calicut University-Kerala, India.
* **Plus 2 (Commerce**) from Board of Higher Secondary Education, Kerala, India.
* **S.S.L.C (Secondary School Leaving Certificates)** from Govt. Kerala, India

**Computer Proficiency**

* + MS Office
  + Accounting Package Tally9, Peachtree, Quick book

**Languages Known**

English, Hindi and Malayalam

**Personal Information**

* Date of Birth : 22 December 1984
* Gender :Male
* Marital Status :Married
* Nationality : Indian

**Personal Strength**

* Hard work & Responsible Natured.
* Good communication skills.
* Ability to perform well with little or no direction and to prioritize work.
* Calm & controlled person
* Ability to work as a team member as well as independently.
* Detail oriented and flexible.