**SAMIL**



Email: samil-393929@2freemail.com

Dubai – United Arab Emirates

“I am a versatile, creative, interactive and a dynamic person presently working with one of the well-known companies in UAE, seeking a placement in an enterprise that will use my potential to realize its organizational objectives. I am an accountant with multiple experiences in Finance / accountancy. Perfect blend to bring unswerving experience for the modern professional.”

**Work Experience**



Ajman – U.A.E

February 2017 – July 2019

**Accountant**

* Calculate the organization’s payables in the form of payroll, Vat return, rent expenses, stationary & consumables, legal expenses and more.
* Manage Cash flow & Fund flow statement.
* Maintaining & Reconciling Petty Cash Books & Bank statement.
* Assess the organization’s yearly budget and help maintain the focus on quarterly budget goals with spending and cost reports.
* Ensure the accurate and timely recording, tracking and reporting of all inventory process.
* Prepares the Schedule of the annual audit.
* Managing better relationship with Suppliers.
* Maintained integrity of general ledger, including the chart of accounts.
* Preparing & presenting weekly/Monthly Finance Report.
* Compile financial reports pertaining to cash receipts, expenditures, and profit and loss.
* Strictly maintaining Routine Payment Schedular every month.
* Compute taxes owed by applying prescribed rates, laws, and regulations
* Prepares MIS reports.
* Fees follow-up through calls, sending mass SMS and e-mails.
* Prepare comprehensive Fees Collection Report

Deira, Dubai – U.A.E

May 2015 – February 2017

**Accountant**

* Verifying and Accounting Invoices, Purchase Orders.
* Ensure proper Internal checks and controls in all areas.
* Monitoring Expenses & All payments.
* Monitoring Creditors and Ageing.
* Preparation of Accounts Payable Report for the Management with Ageing.
* Petty Cash Handling.
* Reconciliation of Bank, Creditors and inter company.
* Regular Follow up with Debtors for Collection.
* Making arrangements for Quarterly auditing purpose and report to the management.
* Regular Follow up with Clients for Invoice submissions.
* Preparation and Distribution of Monthly salary.
* Preparation and Distribution of Overtime.
* Maintenance, system control and timely deduction of Staff Advances.
* Maintenance and control of system on employees on Leave, Rejoining / Delayed Joining.
* Maintenance of Attendance and updating of absentee list, sick leave details for preparation of error free pays distribution.
* Reconciliation of salary with previous accounting period.

Calicut, Kerala – India

May 2014 – April 2015

**Accounts Assistant**

* Working with spreadsheets, sales and purchase ledgers and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily posts and answering any queries.
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits.

**Academic**



**Master of Business Administration (M.B.A)** 2016-2018

Manipal Academy of Higher Education (MAHE) - Dubai *Specialized in Finance & Marketing*

**Post Graduate Diploma in Indian & Foreign Accounts** 2014

I.P.A Calicut – Kerala

*Subjects (Software) include*

M.S Excel

Tally ERP9

QuickBooks

Peachtree

MYOB

**Bachelors of Commerce (B.com)** 2011-2014

J.D.T Islam College of Arts & Science – Calicut - Kerala *Subjects include*

Specialized in Finance

Corporate Accounting

Business Management

Business Law

Human Resource Management

(Conducted a research on Human Development issues in Satyam Computers, Bangalore for the final project)

2011-**12th** **Grade, Central Board of Secondary** **Education** J.D.T Islam Higher Secondary School, Calicut

2009-**10th** **Grade, Kerala State Board of Secondary** **Education** MSS Public School Mavilikkadavu, Calicut

**Personal Skills**



Strongly commercial with excellent negotiation, communication and influencing skills. Possess demonstrated ability to work effectively and congenially with



employees at diverse levels

Able to work independently, task oriented and self-motivated



Possess firm administrative and organizational skills

Building and maintaining lasting business relationships



Positive, dedicated and dependable person who compliments professional ethics Good working knowledge of working with management accounts



Knowledge of finance, accounting and cost control principles including Generally Accepted Accounting Principles.



Knowledge of financial and accounting software applications Emphasis on high quality work and job completion



Polite, friendly, tactful and well presented.

Energetic and capable of working with minimal support and a good deal of autonomy Ability to work under minimal supervision and report to top management



Ability to analyze financial data and prepare financial reports, statements and projections



**Professional Skills**



**Word processing Software:** Entire Microsoft package with excellent command onWord and Excel (2003 to Present), Adobe Acrobat Professional



Excellent experience in Tally & Peachtree



Effectively negotiate & communicate with customers and vendors/suppliers Ability to evaluate tasks and suggest improvements

Ability to prioritize workload; work effectively under pressure and to tight deadlines Ability to present, discuss and propose at a senior level



Superior time management skills and strong attention to detail

**Language Skills**



* English (Read/Write/Speak) – Fluent
* Hindi (Read/Write/Speak) - Fluent
* Malayalam (Read/Write/Speak) – Fluent



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| **Other Details** |  |
| Date of Birth | : 19th December 1992 |
| Gender | : Male |
| Marital Status | : Married |
| Nationality | : Indian |
| Visa Status | : Visit Visa |
| Driving License | : Valid Driver’s License (U.A.E. and India) |