**RESUME**



**BIJU**

**Bur Dubai,**

**DUBAI,UAE**

**Email**: [biju-394028@2freemail.com](mailto:biju-394028@2freemail.com)

**Profile**:-

A Motivated professional Commerce Graduate having good track recorded with 9 years Experience in accounts section with sound knowledge of Computer functions.

**Objective:-**

To take up challenging assignments were up May proficiency and skills may be utilized.

**Work Exposure:-**

* General Accounting functions like finalization of Account preparing financial statement with generally accepted accounting principles.
* Having work exposure in Receivables and payables and fund management especially for construction industry
* Managing payables, Monitoring Receivables. Tracking Bank balances, Preparing Cash flow actual/Forecasted
* Experience with knowledge in project base accounting works.
* Interacting with auditors for statuary audit, internal Audit and Tax Audit and complying with their recommendations and suggestions.
* Working knowledge in Oracle ERP, SAP, Tally, M.s Office

**Professional experience:**

* **Mumbai, India**

ROLE: ACCOUNTANT

* Prepare and maintain main & general subsidiary ledgers. (i.e.) Bank account book, Cash (Petty) account book, Customer’s ledger, Supplier’s ledger and all other nominal ledgers.
* Prepare monthly statement of Bills Receivables or Bills Payables and other operation expenses.
* Prepare Bank account reconciliation statement (BRS).
* Prepare monthly payroll of employee’s dues and benefits. (i.e.) Monthly staff salary, Labor wages, Overtime and such other benefits and allowances, (annual leave salary and Gratuity) to the employees according to the company regulations.
* Ensuring timely deposits of collection, Debtor’s reconciliation And data Entry into accounting books.
* Maintenance of Fixed Assets Register and providing depreciation.
* Maintenance of complete store based on the item Purchase and Issue in ERP store Module.and analysis of daily purchase and issue in each day
* To take responsibility to give various reports, related to accounts to the management as per the requirements in various times.(Sundry Debtors list, S.Creditors List, Salary and wages list, PDC issued list, Fixed Assets details, Expense comparative statement, etc…)
* To Assist Internal Auditing of the Company and assist Office Administration, etc…
* **TRADING & CONTRACTING**

Kingdom of Saudi Arabia (2010 april to Feb2017)

**ROLE: BRANCH ACCOUNTANT**

* Assisting for Prepare financial report detailing Balance Sheet (Assets, Liability and Capital),Profit and Loss account or Income and Expenditure account statement trial Balance and other related reports.
* Prepare and maintain main & general subsidiary ledgers. (i.e.) Bank account book, Cash (Petty) account book, Customer’s ledger, Supplier’s ledger and all other nominal ledgers.
* Prepare monthly statement of Bills Receivables or Bills Payables and other operation expenses.
* Prepare Bank account reconciliation statement (BRS).
* Prepare monthly payroll of employee’s dues and benefits. (i.e.) Monthly staff salary, Labor wages, Overtime and such other benefits and allowances, (annual leave salary and Gratuity) to the employees according to the company regulations.
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* To Assist Internal Auditing of the Company and assist Office Administration, etc…
* **CONSTRUCTIONS (BANGALORE-INDIA)**

(2006 December to 2009 December)

**ROLE : ACCOUNTANT**

* Entering of Site Vouchers, Purchase Bills, Passing of necessary adjustment entries,
* Preparation of Weekly Cash Requirement for the PRW’s against the Bills, monthly statements like

Payables, Receivables etc.

* Issuing of Cheques to the Suppliers & Sub-Contractors, calculations of Fringe Benefit Tax & TDS.
* Preparation of Bank Reconciliation Statement, Site [Branch] Reconciliation, Sundry Creditors Reconciliation etc.
* Preparation of Salary Sheet (pay roll) and employees wages sheet.
* Handling all bank related works & Maintaining petty cash
* Preparation of Monthly Sales Tax, Service tax and TDS returns for the submission of Government Authorities

**Additional Attribute skill**

* + Assisting Administrative Offices in all sections of Official Matters.
  + Making official correspondences with other office branches.
  + Documents preparing and letter drafting and typing
  + Arranging all files details and documents systematically
  + Able with experience to participate for assisting in the team of the internal audit.
  + Able with experience to participate for assisting the new software installation Data Entry (feeding of data’s)
  + Having high speed in typing in computer keyboard

**Education qualifications**

[2002-2005] **B.COM (BACHELOR OF COMMERCE)** CALICUT University

**D.C.A. (DIPLOMA IN COMPUTER APPLICATION)**

**Computer Proficiency:** KNOWLEDGE IN SAP, ORACLE ERP, TALLY ERP9.6.5, MICROSOFT OFFICE.

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| Age & date of Birth | : | 20-05-1985 |  |  |  |  |
| Marital Status | : | Single | | | | |
| Nationality | : | Indian | | | | |
| **Visa** |  |  |  |  |  |  |
| **Status /Expiry Date** : | | **Visit Visa** | | | | |
|  |  | **21/9/2019** |  |  |  |  |
| Languages Known | : | English, Hindi, Malayalam, Arabic, Kannada &Tamil | | | | |

Regards,

**Biju**