**SINESH**

Mob: +971504753686

Email: sinesh-399306@2freemail.com

**Professional Summary** **\_\_\_\_\_**

Accountant with more than 5 years of Finance and Accounting experience. Expertise in preparing financial statements, monitoring daily cash transactions, developing monthly and annual reports, and recording all financial activity for businesses. Bachelor's degree in Accounting with a strong background in Finance and Accounting methodologies and practices.

**Professional Experience:** **\_\_\_\_\_**

4-Star Deluxe Hotel in Dubai, UAE.

**Accountant (**2018 Feb to Present)

Job Responsibilities include:-

* Maintain A/R and A/P records, prepare statements, bills and invoices, process payments, respond to customer inquiries regarding account status and reconcile expenses to general ledger.
* Posts revenues by verifying and entering transactions form lock box and local deposits.
* Maintains records by microfilming invoices, debits, and credits.
* Resolves valid or authorized deductions by entering adjusting entries
* Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with the concerned department.
* Resolves invalid or unauthorized deductions by following pending deductions procedures.
* Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals, preparing the report.
* Debtor collection update for follow up with customers for payment and Invoice submission along with monthly statement or outstanding summary.
* Work with both internal and external auditors during financial and operational audits.
* Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit generally responding to all vendor enquiries regarding finance.
* Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
* Responsible for monthly verification of payroll with the coordination of HR.
* Reconcile and Maintain petty cash Balance & Make Cash replenishment.
* Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc
* Vat return filing.
* Payment of (The Department of Tourism & Commerce Marketing, Dubai municipality, Tourism dirham fee and other Commissions.

**NANDILATH GROUP**

**Nandilath G-Mart**

**Assistant Accountant** (2015 March to 2018 January)

Job Responsibilities include:-

* Preparing financial documents such as invoices, bills, and accounts payable and receivable
* Completing bank reconciliations
* Processing business expenses
* Verifying bank deposits and Managing day-to-day transactions
* Daily cash collection.and updating cash availability summary sheet.
* Preparation of quotations, variations, and running bills of concerned projects.
* Reconciliation and Testing of the financial documents and files.
* Preparing daily and weekly progress reports, Identified performance improvement opportunities.
* Reviews accounts payables and weekly check runs.
* Preparation of daily collection Deposits.

**Academic Credentials** **\_\_\_\_\_\_\_\_\_**

* **Bachelors Degree, (B.com, Finance).** From University of Calicut, Kerala-India
* **Advanced Diploma in Industrial Accounting (ADIA).**

From Bharat Sevak Samaj, National Development Agency Promoted By Government Of India

* **VHSE (Accounting and Auditing)**

From Vocational Higher Secondary Board of Kerala-India

**Professional Computer Knowledge** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Tally ERP 9
* Peachtree 2007 (9.0 Version)
* QuickBooks 2004
* WINHMS ( Hospitality Management Software)
* Microsoft Office (M S Excel, Word, Power Point)

**Skills and Competencies** **\_\_\_** **\_\_**

* Attention to detail and accuracy
* Problem analysis and problem-solving skills
* Ability to meet deadlines
* Team work
* Professional integrity

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| **Personal Details** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
|  | Date of Birth | : 30.03.1994 |  |
|  | Nationality | : India |
|  | Visa Status | : Employment |
|  | Marital Status | : Single |
|  | Languages Known : English,Hindi,Tamil & Malayalam |
|  | **Declaration** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

I hereby declare that all the information furnished above is true to the best of my belief

**September 2020** **SINESH**