

RAPID ACTION

Contact # (971) XXX

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Location: Abu Dhabi, UAE

Professional Profile & Value

Assistant Accountant

A highly knowledgeable accounting professional, with over 9 years of experience in managing accounts, willing to undertake a challenging opportunity in a fast paced environment.

Working as part of a close knit team to ensure that best Accounting services are provided, with the ability to think laterally and act decisively in cost control and query resolution.

Knowledgeable of weekly and monthly payrolls, reconciliation, invoice maintenance and payment management. Looking for a suitable position as Assistant Accountant to take my career growth further along with the development of the organisation.

Areas of Expertise

- ✓ Monthly Accounts Management
- ✓ Budgeting & Forecasting
- ✓ P & L Analysis
- ✓ Month End Procedures
- ✓ Margin Analysis
- ✓ Reporting & Management Accounting
- ✓ Customer Relationship Management
- ✓ Bank, Debtors & Creditors Reconciliation
- ✓ Reconciliation of Bank Statement at the end of month
- ✓ Day-to-day Administration service

Occupational Contour

Assistant Accountant

Abu Dhabi Berkeley Services LLC - Abu Dhabi, UAE

Duration: Dec 2008 - Till Present

Responsibilities:

- Managing purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills & reconciliation of total turnover and managing bank, debtors & creditors Reconciliation.
- Preparing reports on accounts payable and accounts receivable, and maintaining cash transaction & petty cash book along with day to day cash & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up, preparing of Tax invoices, Vouchers & Agency Payment.
- Sales & Purchase total reconciliation of accounts calculating VAT.
- Reconciliation of Bank Statement at the end of month.
- Service Tax , Vat Return ,E-TDS Return Filling , Income Tax E Return Filling & other Govt. Taxes calculations
- Maintain salary register, Balance sheet & profit & Loss while ensuring proper standard maintenance of the Carlsberg HQ.
- Responsible for administrative services including all aspects of HR management, shipment and payment management.
- Maintaining updated records of customers and distributors, Lease department with GSO for visa

processing (new/cancellation), renewal of trade license, lease agreement and other government related documentations as deemed essential for the business

- Preparing and maintaining the Marketing and Purchase Rebate Statements and ensures prompt distribution to customers
- Assist Brand Manager with Trade Spent Budget, POSM distribution and marketing expenditure claims.

Achievements: Best Employee of the Year 2009 in Accounts & Administration – Abu Dhabi Berkeley Services LLC.

Junior Accountant - Specialist

Lunkar Automobiles - Bangalore, India

Duration: Jan 2006 – Oct 2008

Responsibilities:

- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Preparation and input of month end journal vouchers.
- Inputting, matching, batching and coding of invoices.
- Debtor and Creditor reconciliations.
- Preparation of various reports for senior managers.
- Responsible for financial accounts including budgets and cash-flow
- Review expense reports and cash advances
- Process accounts payable checks and bi-weekly payroll
- Prepare monthly account reconciliation analysis
- Manage electronic funds transfer
- Post and maintain accounting documents in the database
- Ensure invoice payments

Junior Accountant

Rajeev Associates (Accounting Firm) – Kozhikode, India

Duration: Jan 2005 – Dec 2005

Responsibilities:

- Assisted with general accounting and month-end closing
- Worked with accounts payable / receivable teams
- Reconciled balance sheets
- Reviewed monthly financial statements
- Maintained accounting files
- Mail the invoices to the regarding clients.
- Maintaining the official files.
- Prepare monthly reports.
- Check and compile the tax returns.

Bookkeeper

KVR Motors – Kozhikode, India

Duration: Mar 2004 – Dec 2004

Responsibilities:

- Maintain company books including A/P, A/R, bank statements and other reports
- Reconcile and balance accounts
- Manage employee payroll services
- Record cash receipts

- Issue financial statements as and when required
- Prepare all tax reports
- Monitor fixed assets and manage invoices
- Maintain budgets and chart of accounts

Academic Qualifications & Certifications

Bachelor of Commerce - Accountancy
University of Calicut, India

Eligible to apply for Chartered Accountant Examination

Personal Skills

Attention to detail
Strong Communication & Interpersonal skill
Pleasant Personality
Ability to work under pressure
Effective pitching

IT Skills

Operating Systems : Microsoft Windows/DOS/AS400
Word Processors : MS-Word
Spreadsheets : MS-Excel/Accounting Related Systems
Graphics : MS PowerPoint, Print Artist, Publisher/Photoshop CS3
Communication : MS Outlook
Typing Speed : 45-55 wpm

Personal Profile

Date of Birth : 23rd March 1984
Gender : Male
Nationality : Indian
Marital Status : Married
Languages : English, Hindi, Malayalam
Visa : Transferrable Employment Visa
Driving License : UAE