



BIPINBHAI JIVANBHAI PARMAR

Dubai, U.A.E,

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Valid UAE Driving License

Objective

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

A Self motivated and enthusiastic worker with vast experience in accounting field, Confident, Hardworking and committed to seeing results in whatever position I am in. Reliable and dedicated to finding a place that will benefit from my superior skill set and energetic drive.

Experience

Worked as a Machanic with Mahindra Tractor. Vadodara, India, for 5 Years

Worked as Mechanical Technician with Dubai Eye, Dubai, UAE for 1.5 year.

Worked as Accountant at Bombardier, Vadodara, India for 1.5 month

❖ **DUTIES & RESPONSIBILITIES:**

- Book the purchases and other expenses.
- Checking all supplier invoice and prepare the cheque for supplier.
- Verification of cash, petty cash vouchers.
- Making entries of purchase and sales invoices with VAT in Tally ERP.9. Finalizing Vat Return.
- As administrative answering phones, taking memos, and maintaining files.
- Examining bank statements and reconciling them with general ledger entries
- Updating accounts payable and solve invoices issue of suppliers
- Following to debtors for outstanding payments
- Prepared export documentation for shipments.
- Assist the audit team at the time of Audit

Key Skills

- Presentation style
- Trust building
- Tax Accountant
- Focused
- Good with numbers and Figures
- Communication Skills
- Quick learner
- Decision making skills
- Positive Attitude
- Strong Work Ethics
- Outgoing personality
- Confident speaker
- Results oriented
- Time management
- Passionate

Education

- Bachelor of Commerce Examination from Gujarat University, India -2017
- Higher Secondary School Certificate from Motnath vidhyalaya, India -2012

Personal information

18/10/1989
Indian
Hindu
Male
English , Hindi & Gujarati
Single
Visit Visa

Declaration

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

BIPIN PARMAR