



AJITH VARGHESE

Accountant with 4+ years of professional Experience in UAE and 2 years of experience in India.

Profile

6 years of professional work experience including 3.5 years UAE experience. Desire to work with a leading firm and serve with my best efforts to work in a company that uses my knowledge, talent, hard work, dedication and sincerity in a well manner.

Employment History

ASSISTANT ACCOUNTANT/INVENTORY CONTROLLER at SHARJAH OXYGEN COMPANY, Sharjah, UAE

March 2020 — Present

- Handling the stock register and movement of inventory frequently.
- Maintain the registers, reminders such as fixed asset register, stock register and standing order reminders.
- Assisting the internal and external auditors by providing yearly reports like detailed inventory reports, and all other yearly reports.
- Preparation of supporting documents like enquiry, quotation, LPO, delivery notes, sales order.
- Maintain cash and cash equivalence transactions like preparing daily reports, petty cash statements, sales reports and submitting to the concerned Managers/Audit.
- Preparing Invoices delivery notes, Inward gate passes in BOSS ERP
- Updates inventory system based on the result of physical inventory performed and reconciles against system data.
- Support team members as and when required.
- Ability to work with any kind of accounting software's.
- Additional jobs like – Assist transport department and assist sales and operational department in preparing all documents.

JUNIOR ACCOUNTANT at TEAM APPOINTMENTS, Thrissur, Kerala

September 2017 — November 2019

- Keep the journals, ledgers, and other supporting documents up to date for the well maintenance of the book of accounts.
- Maintain cash and cash equivalence transactions like preparing daily reports, bank reports, petty cash statements, and analyzing liquidity position of the company.
- Preparation of the list of accounts payable, accounts receivable and ageing reports.
- Monthly analyses and reconciliation of different accounts like bank

Details

+971589692364

ajithvarghese231@gmail.com

Skills

Ability to Multitask

Accuracy

Good time management

Ability to Work Under Pressure

Computer Skills

Languages

Malayalam

English

Hindi

Tamil

account, customer account, supplier account, account receivable and account payable.

- Handling the stock register and movement of inventory frequently.
- Managing the month end closing procedure including adjustments and Closing entries.

- Summarize the current financial status and preparing financial statements, balance sheet, cash flow statements, MIS reporting.

- Maintain the registers, reminders such as fixed asset register, PDC register.

Education

Bachelor of Commerce (B.com - Finance), University of Calicut, Thrissur, Kerala

June 2012 — July 2016

Certification in International Financial Accounting, IIA (International Institute of Accounting, Thrissur, Kerala)

October 2016 — February 2017

IT Skills

1. Micro soft office packages.
2. Tally ERP 9.
3. BOSS ERP
4. Adaptable to any Accounting software

Personal details

Date of Birth	: 06/10/1994
Gender	: Male
Nationality	: Indian
Marital status	: Married
Religion	: Christian
Visa Status	: Employment Visa
Passport no	: R0946408

References

Reference will be provided upon demand.

Dubai

AJITH VARGHESE

Assistant Accountant/Inventory Controller