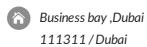


# **EMMANUEL DAVID**

Accounts, Finance, Bank and Exchange professional with over 4 years work experience. Experienced in preparation of Accounts, Corporate tax, VAT, Filing & and Bookkeeping any tax investigations.





12.09.1986



0566784233

emmanueldavid2014@gmail.com

# **SOCIAL MEDIA**



linkedin.com/in/emmanuel-david-john-398a36186

# **EDUCATION**

03.2023 - 04.2023

# THE LEGEND EDUCATIONAL SERVICE CENTER

Taxation in UAE - VAT Corporate & Excise Tax (KHDA QR Attestation)

#### **PIMSAT UNIVERSITY**

Master of Commerce (Accounts, Finance)

09.2009 - 12.2011

#### UNIVERSITY OF THE PUNJAB

Bachelor of Commerce (Accounts, Tax, Auditing)

# **SKILLS**

- ✓ Good communication written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills
- ✓ Positive Attitude
- √ Teamwork
- √ Time Management

# **SOFTWARE SKILLS**

Microsoft Outlook

 ${\it Microsoft\,Word\,, Excel\,, Power\,Point}$ 

Software skills

QuickBooks

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# **PERSONALITY**

Communicative Creativity Punctuality

Organized

# **LANGUAGES**

English



Hindi



Urdu

Arabic





#### 08.2023 - 01.2024

### AIBG GENERAL TRADING LLC

#### **ACCOUNTANT**

- 1. Manage Account Receivable invoicing, collection, payment posting and reconciliation.
- 2. Manage Account Payable purchasing, schedule of payments, posting and allocation of payments.
- 3. Support operations team for budgeting and forecasting all expense for each job.
- 4. Prepares P&L each job per client, monthly, quarterly, annually.
- 5.Close all job numbers after ensuring that each job was billed and collected from client.
- 6.Prepares quarterly and annual financial statement.
- 7.VAT and Corporate Tax reports and filing.

#### 12.2021 - 07.2023

### AL RAZOUKI INTERNATIONAL EXCHANGE LLC

#### JUNIOR OFFICER / ACCOUNTS ASSISTANT

- 1. Greeting customers and entertaining their general queries.
- 2.Performing remittance and cash payout transactions.
- 3. Companies registration in the WPS system and their salary processing.
- 4. Assisting the branch manager in the day to day duties.
- 5.Implementing AML and KYC policies advised by the head office.
- 6.Performing pattern analysis and managing transactions monitoring system to detect suspicious activities and STR /SAR.
- 7. Handling various types of currencies for executes foreign currency transaction for client.

#### 09.2017 - 02.2019

#### **NASIR & CO. CHARTERED ACCOUNTANTS**

#### ASSISTANT ACCOUNTANT

- Preparation of management and final accounts.
- Managing the full cycle of accounting from invoicing to preparing final accounts.
- Managing inventory at multiple sites including maintaining assembled
- SKUs in advanced inventory and stock on consignment.
- Multiple currency invoicing and reconciliation with multiple payment methods including credit card payments, cash on delivery, payments received through PayPal and direct bank transfers and recognizing
- exchange differences.
- Helping the clients with budgeting and cash flow forecasting.
- Calculating and maintaining landed costs of products and advising management accordingly for product pricing purposes.
- Planning and conducting external audits. Maintaining payroll as per Labor law and advising about gratuity provisions, annual and maternity leave matters

### 10.2015 - 08.2017

# **NIB BANK LIMITED**

### **COUNTER SERVICE OFFICER**

- Handling cash transactions and cash balancing.
- Remittance transfer
- ATM replenishment
- Promote bank products and services
- Identify customer needs
- Refer customers to appropriate banking services and representatives
- Cheque Deposit and withdrawal
- Financial skills

### **HOBBY**





