




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.

 Business bay ,Dubai
111311 /Dubai

 12.09.1986  0566784233
emmanueldavid2014@gmail.com

SOCIAL MEDIA

 [linkedin.com/in/emmanuel-david-john-398a36186](https://www.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
● ● ● ● ● ● ●
Microsoft Word , Excel , Power Point
● ● ● ● ● ● ●
Software skills
● ● ● ● ● ● ●
QuickBooks
● ● ● ● ● ● ●

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



Basketball



Playing Guitar