

(For Finance / General Accountant / Inventory Management)

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Address in India

Kadayakottil (House)
Tanalur (P.O), Tirur Via,
Malappuram Dist.
Pin Code -676307
Kerala, India

Personal Data

Date of Birth : 01/12/1987

Sex : Male

Nationality : Indian

Marital Status : Married

Passport No : S 0239777

Visa status(UAE) : Visit Visa
(Expiry: 31/03/2024)

Languages Known:

*English, Hindi, Malayalam

*Arabic(Average)

Driving licence:-

LMV&MC(INDIA)

LMV(UAE)

Career Objective

To seek placement with in a reputed, progressive / multinational organization, with an opportunity to utilize my experience to ensure consistent growth of the organization as well as facilitate my career development.

Professional Skills

- Ability to accept any challenge with an optimistic outlook.
- Teaming up with the colleagues and willingness to learn.
- Comprehensive problems solving abilities.
- Quick Learner.

Technical Expertise And experience In

- Oracle ERP, Tally9.0, Peachtree
- Microsoft Word
- Microsoft Excel
- Microsoft Internet Explorer
- Computerized Accounting in Prominent Softwares

Area of Experience

- ✓ Job costing
- ✓ Accounting Activities
- ✓ Receivable And Payable
- ✓ Financial Activities
- ✓ Payroll Accounts
- ✓ Internal Auditing Activities
- ✓ Account Reconciliation
- ✓ Effective Time Management
- ✓ Strong Follow up

Certification :-

Certified Tax Expertise (VAT)

Talal Abu Gazalah Professional Training Group-UAE

Expertised in Value Added Tax - VAT

Certified Professional Accountant (CPA)

The Institution of Professional Accountant - INDIA

Tally 9.0, Peachtree

Work Experience In UAE (11 years)

Finance Assistant / Purchase Executive / General Accountant	Duration : From Sep 2010 to Oct 2021 Role: Finance Assistant and General Accountant. Company: Al Ghawas Gulf Wear - UAE
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Work Experience In India (2Years)

Accountant (Finance & Accounts)	Duration : From June 2008 to July 2009 Role : Accounts Payable and Receivable, Payroll Account Company: Classy Furniture- Kottakkal - Kerala, India
Accounts/Sales	Duration : From Aug 2009 to Aug 2010 Role : Daybook Keeping and Daily Transaction management Institute : Theyyampattil Jewellery - Tirur, Kerala, India

Academic Qualification

<u>Qualification</u>	<u>University/ College</u>	<u>Status</u>
Graduation BA (Economics)	University of Calicut (Kerala)	Passed
Secondary Education	Board of Higher Secondary-Kerala	Passed
SSLC	Kerala Board of Education	Passed

Work Details:-

Company	In UAE
Role	Finance/Procurement/Accounts

Description	<ul style="list-style-type: none"> ➤ Calculate labor, Overhead, consumption for costing ➤ Maintain Inventory control ➤ Liaising with internal and External department ➤ To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis. ➤ Monitoring and Managing Supplier Performance ➤ Management of receivables and payables with updated and age wise reports (debtors –creditors reconciliation also) to management. ➤ Management of bank transactions and reconciliation of bank accounts (Reporting to management for the purpose of fund transfer) ➤ Monthly checking Stock Turnover and identifying dead stock and take appropriate action ➤ Incoming and Outgoing payments ➤ Cost Sheets and monthly reports. ➤ Management of payroll function for more than 350 employees Calculation of salary, wages, bonus, leave wages, etc (Computerized environment) ➤ Management of day to day accounts transactions (Verification of day book, cash book, sales registers, purchases registers, Sale invoice, Purchase bills etc.) – (Computerized accounting environment) ➤ Payroll Accounts ➤ Tax Management
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Company	In INDIA
Role	Accountant (Finance & Accounts)
Description	<ul style="list-style-type: none"> ➤ Maintain Inventory control ➤ Responsible for standard costing ➤ Variance analysis ➤ Contact and reconcile quarterly physical inventories ➤ Annually stock taking ➤ To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis. ➤ Monthly checking Stock Turnover and identifying dead stock and take appropriate action. ➤ Analysing Inventory Turnover ➤ Comparative Income Statement ➤ Management of day to day accounts transactions (Verification of day book, cashbook, sales registers, purchases registers, Sale invoice, Purchase bills etc.) – (Computerized accounting environment)

DECLARATION

I hereby declare that above given particulars are true to my knowledge & belief.

Saneeb Kadayakottil