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# IRSHAD SKP

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Senior

Accountant

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## Summary

As a competent and dynamic professional, I have rich and varied exposure to the entire gamut of activities involved in process management, finance, accounting, market research, client servicing, and business development I am a strong team leader, capable of fostering an atmosphere that maximizes highly skilled productivity.

March 2014-Currently  
Working

Senior Accountant

*Muthoot Exchange, Dubai*

- Responsible for preparing monthly balance sheet and other accounting reports.
- Responsible for preparing monthly, quarterly (ERF/Remittance) other reports and submitting it to Central Bank of The UAE.
- Liaising with all correspondent agents and banks for their monthly balance confirmation and keeping the management updated about the overall growth.
- Solely responsible to present half yearly and annually business income and expenses detailed review to the management and owner.
- Advising business, the area where cost can be reduced without affecting business functions.
- Responsible for branch re-conciliation and cashier's cash telling confirmation.
- Point of contact for regulators and Auditors for all accounting related queries.
- Vat calculation and Vat returns.
- Reconciliation of Banks and Agents.
- Posting of day-to-day GL entries of accounting.
- Checked and Verified Vendor Payments.
- Funding to Banks and agents
- Oversee cash management, which included managing daily cash positions, fund movement transactions, bank balances resulting in daily.
- Maturity Dates Tracking ,Monitored payment due dates to prevent late fees and disruptions in supply chain management. Collaborated with procurement and accounting teams to maintain smooth vendor relationships
- Branch Operations Management: Assumed responsibility for overseeing day-to-day branch operations during the absence of the operations manager. Efficiently handled tasks related to inventory management, staff coordination, and customer service

2012-2013

Guest Instructor

*Govt. ITI KOYILANDY, India*

- Assumes all duties and responsibilities of the regular teacher in a given day. Long-term substitutes may also be required to attend staff meetings , parent conferences, etc.
- Assumes the teacher's responsibility for supervision of students in the building, on the grounds, or on field trips.
- Carries out written plans left by the regular teacher for the day's lessons.
- Leaves a clear, written summary for the teacher of the work covered and other relevant comments.
- Performs duties during planning periods as requested by teacher or school administrator.
- Consults with the principal and/or staff to resolve questions and/or concerns.

- Completes survey at the end of the day, checks out with authorized personnel prior to leaving at the end of the day.
- Accepts personal responsibility for decisions and conduct.

2012-2013

Accountant

*Euro Kitchen World, India*

- Preparing and submitting customer invoices.
- Checking and verifying processed invoices,
- Preparing monthly accounting reports.
- Performing all necessary checks on accounts, banks and other reconciliation.
- Monitor Customer accounts for Non-Payment and/or delay payments.

2011-2012

Accountant

*A V Associates, India*

- Accounts Receivables/Parables: Manage with the entire responsibility of analyzing the a/c receivables/payable and aging report thereof. Reconcile a/c receivables/payable with the client. Check and verify ship management reports and accounting entries of source documents such as invoice, vouchers, credit and debit notes.
- Preparing Month End Reports and MIS reports.
- Posting of day-to-day GL entries of accounting.
- Reconciliation of bank accounts and branch accounts in Head Office.
- Bank Reconciliation on daily/weekly/monthly basis.

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## Key Qualifications & Skills

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- Diploma in Financial Accounting.
- Tally, Quick books, Symex
- Microsoft Office.
- Money Exchange business management.
- Tech Savvy.
- Deal Taken from Banks
- TT upload to Bank Sight
- TT processing
- KYC updation
- AML-Screening  
&Verification

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## Education

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2008- 2010

Master of Business Administration

*Vinayaka Mission University - India*

2005- 2008

Bachelor of Commerce

Calicut University – India

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## Personal Information

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Nationality: Indian

Languages: English, Hindi & Malayalam

Date of Birth: 12th May 1988

Passport No: S8911724, Exp -13/12/202