

# SIDHEEK NAVATH

@ sidheeknavath@yahoo.com  
971503609380

Al Sabakha Road Deira Dubai



## OBJECTIVE

BBA holder with experience in Finance and Accounts, Customer service and Cash handling, Ms office tools Specialised in Excel reporting, looking for a job in the finance sector where I can utilise my skills for the growth of the organization and to attain perfection through continuous learning and innovation.

## EXPERIENCE

Oct 2022 -  
Sep 2024

### Al Fuad Exchange Dubai

Accountant

1. Preparing payment vouchers for branch expenses.
2. Posting entries related to cheque receipt, allocation and inter branch transfers.
3. Monthly allocation of petty cash to different branches.
4. Analyzes the daily trail balance position for proper controll of funding.
5. Reconciliation of bank balances with the system.
6. Preparation of monthly Payroll for the entire staff in WPS.
7. Preparation of profit and loss statement and balance sheet.

May 2012 -  
June 2020

### UAE Exchange Centre LLC

Teller / Cashier

1. Assisting the customers for their Telegraphic transfers, Express money and western union services.
2. Cross-sell other allied products such as National bonds, FGB certificate, Go Cash etc.
3. Worked as a Second Line Compliance Officer to support the AML department.
4. Co ordinate the branch funding activities through Transguard and Brinks.
5. Assisting corporate clients for their WPS and Business related transactions.

Mar 2009 -  
Jan 2012

### Buti Sultan Trading LLC Dubai

Accountant

1. Posting of Purchase and Sales entries.
2. Posting entries relating to Payments and receipts.
3. Bank reconciliation and general ledger reconciliation.
4. Preparing Profit and Loss statement and Balance sheet.

## EDUCATION

### University of Calicut

Bachelor of Business Administration

### HSE Board Kerala

HSE Commerce

## LANGUAGES

- English
- Hindi
- Malayalam
- Arabic