LINU BABY

CONTACT

📍 Abu Dhabi

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CORE QUALIFICATIONS

- **Advanced Excel Formula Expertise:** Proficient in advanced Excel functions, streamlining data analysis and reporting.
- **Inventory Management and Audits:** Efficiently manage inventory and conduct audits, critical for stock management.
- **Full-Cycle Accounting:** Handle all aspects of accounting, from reconciliations to payment processing, providing a comprehensive financial solution.
- **Financial Statement Analysis:** Understand and analyze financial statements for informed decision-making within organizations.
- **Account Reconciliation Expertise:** Ensure financial integrity through accurate account reconciliation.
- **Purchase Order Generation:** Proficient in generating purchase orders, streamlining procurement processes.
- **Strong Work Ethic:** Demonstrated reliability, dedication, and commitment to achieving goals.
- **Communication Skills:** Effectively convey ideas and collaborate with colleagues and clients.

PROFESSIONAL SUMMARY

I'm a dedicated financial maestro with 2 years of expertise in both accounting and inventory management. I have a knack for precision when it comes to managing finances – from crafting budgets to handling payroll and invoicing with finesse. Additionally, I thrive in the art of optimizing inventory, ensuring supplies meet demand seamlessly. I'm passionate about maintaining financial vitality and orchestrating inventory brilliance. If you're seeking someone who can dance with numbers and choreograph your inventory to perfection, look no further – that's me!

EXPERIENCE

ACCOUNTANT & INVENTORY CONTROLLER
Al Ruwais Golf Club LLC - Abu Dhabi, UAE
08/2021 - 10/2023

- **Effective Supplier Management:** Maintained excellent stock availability through efficient supplier management and stock forecasting
- **Stock Forecasting**: Regularly reviewed stock counts to ensure effective reordering and strong product availability
- **Inventory Management System Proficiency:** Demonstrated efficiency in managing inventory through advanced inventory management software, ensuring accurate stock control, forecasting, and order management
- **Purchase Order Generation:** Generated purchase orders, invoices, and other financial reports using ERP Software and Microsoft office excell
- **Customer Issue Resolution:** Addressed customer complaints regarding returns, refunds, or exchanges, escalating complex
- **Maintained Robust Financial Records:** Ensured accurate financial records for regulatory reporting and taxation purposes
- **Accurate Cash Management:** Proficiently managed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, and expense management, alongside various reconciliations
- **Month-End Closing Coordination:** Successfully coordinated month-end closing processes to meet aggressive deadlines, ensuring timely financial reporting
- **Bank Account and Credit Card Reconciliation:** Expertly reconciled bank accounts and credit card statements, addressing financial expenditures
- **Payroll Tax Preparation:** Calculated, prepared, and filed payroll taxes for clients, maintaining compliance
- **Problem-Solving and Communication:** Identified issues, analyzed information, and provided effective solutions while resolving customer queries through step-by-step communication

PERSONAL DETAILS

Date of birth : 23/04/1995
Sex   : Male
Marital Status : Single
Nationality   : Indian
Passport No   : P150737
Expiry Date   : 1/08/2026

EDUCATION

BCA: Computer application
Calicut University - St Mary's
College, Kerala, 2016

LANGUAGES

English: C2

Proficient

Hindi: B2

Upper intermediate

Malayalam: C2

Proficient

SOFTWARE SKILLS

- -**Microsoft Office Applications:** Excel, Word, Outlook, PowerPoint
- -**Programming Languages**: HTML, C#, C++, Android Studio, CSS, Java
- -**Cloud Computing:** OneDrive, Google Drive, Dropbox, TeraBox
- -**Graphics Designing**: Figma, Adobe Creative Suite, Flutter
- -Dart Inventory Software
- -**ERP Software:** SAP Business One, Microsoft Dynamics 365,Oracle NetSuite, Tally ERP