



# AJAY SANILKUMAR

## ACCOUNTANT

### PERSONAL DETAILS

Date of Birth : 22-09-1995  
Nationality : Indian  
Marital status : Single  
Visa Status : Till 25-01-2024  
Driving License : 4063976 (uae license)  
Passport No. : N8442276




### CONTACT ME

 Dubai, UAE  
 +97150-4868-085  
 sanilajay143@gmail.com





### EXPERTISE & SKILLS

GENERAL BUSINESS KNOWLEDGE  
PLANNING OF STORE CONTROL SYSTEM  
IN THE COMPANY  
BUSINESS DEVELOPMENT  
EFFECTIVE COMMUNICATION  
STRATEGIC PLANNING  
DATA ANALYSIS  
TEAM PLAYER

### COMPUTER KNOWLEDGE

TALLY ERP  
  
ZOH0  
  
MS OFFICE  


### LANGUAGES KNOWN

ENGLISH  
  
HINDI  
  
MALAYALAM  
  
TAMIL  




## CAREER OBJECTIVE

To work In a fast growing organization in which offers growth , opportunities and challenges where in my knowledge and experience would be utilized to optimum, where in my skills can be enhanced and I can use my knowledge to the maximum potentiality to increase the productivity of the firm.



## EXPERIENCE

July 2019 - Oct 2023

OMEGA Group of  
Companies

ACCOUNTANT

**Sanbook Equip & Machines Trading LLC,  
Dubai, U.A.E**  
**Omega Measuring & Calibration Laboratory**  
**Omega Enviro Scientific & Laboratory**  
**Equipment Trading LLC**

- Handling day to day operations.
- Preparation of cheques, deposit Slips, documents for invoice, payments and ensuring payments are done within the due date.
- Handling petty cash for day to day transactions.
- Following up outstanding payments.
- Clearing unresolved invoice queries.
- Assisting in preparation of Payroll.
- Advising on how to reduce costs and increase profits.
- Responsible for receiving the signed purchase orders (LPO) and handover or email to the respective departments.
- Balancing the petty cash in daily basis.
- Performs Payroll management activities through WPS.
- Performs VAT Computations and VAT Return Filing.
- Prepares all Monthly Accounts statements and Accounts closing entries within stipulated time period.
- Prepares Bank Reconciliation statements.

Mar 2016 - Jun 2018

**Bhavana**  
**Supermarket**  
**Kerala, India**

ACCOUNTANT CUM ADMIN

- Handle full set of accounts.
- Closely monitor the inventory movement and maintain the database.
- Prepare financial schedule and assist in annual audit.
- Responsible for monthly management reporting.
- Assist in month end close process to ensure timely and accurate retail financial statements.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Assist the Accounts Payable Clerk / payable assistant in finding out any cost discrepancies.
- Work closely with Purchasing to order and receive items and equipment.
- Keep accurate recordings of all incoming and outgoing goods.
- Verify and track received inventory and complete inventory reports and logs.
- Perform any other duties as assigned by the management or supervisors.
- Preparation of functional specification document and mentor training.



## EDUCATION

2013 - 2016  
UNIVERSITY OF KERALA

BACHELOR OF COMMERCE IN  
(COMPUTER APPLICATION)