



Akshay Tamakuwala

Accountant

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Dubai, United Arab Emirates

SUMMARY

Accountant with extensive experience in accounting and financial management Skilled in financial reporting, budgeting, cost analysis, monthly profit loss, cash flows, and accounts receivables/payables management. Proven track record of accurately managing financial records, cost control and increasing profitability.

EXPERIENCE

Accountant

09/2021 - Present

Spice By The Bay Lounge & Restaurant DMCC

- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Analysed monthly reporting to reconcile production operations and general ledger.
- Reconciled accounts from income and expense data to net worth and assets.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Prepared monthly bank reconciliations with [Number]% accuracy.
- Updated journal entries and accounts on accrual basis with Accounting software.
- Accurately tracked tax, invoicing and budget information using Accounting System.
- Maintained integrity of general ledger, including chart of accounts.
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Advised management on financial details related to business operations, inventory levels and budgets.
- Compiled financial data for business forecasting and budgeting.
- Processed payroll and calculated deductions by accurately.

Accountant

08/2013 - 06/2021

Matangi Traders

- Compiled general ledger entries on short schedule with 100% accuracy.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Analysed monthly reporting to reconcile production operations and general ledger.
- Reconciled accounts from income and expense data to net worth and assets.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Prepared monthly bank reconciliations with [Number]% accuracy.
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Analysed budgets and financial projections for accurate reporting of company performance.
- Managed financial updates, watch lists and insurance files.
- Advised management on financial details related to business operations, inventory levels and budgets.
- Compiled financial data for business forecasting and budgeting.
- Processed payroll and calculated deductions by accurately.

EDUCATION

Account & Finance

07/ - 05/2011

Veer Narmad South Gujarat University - Bachelor of Commerce

CERTIFICATES

Reading Financial Statements

08/2022

Corporate Finance Institute

Excel Fundamentals – Formulas for Finance

09/2022

Corporate Finance Institute

Accounting Fundamentals

08/2022

Corporate Finance Institute

SKILLS

Regulatory compliance	Advanced	Self-motivated professional	Advanced
Process optimisation	Advanced	Financial reporting	Advanced
Schedule management	Advanced	Cash Flow analysis	Advanced
Budget analysis	Advanced	ERP software	Advanced
Strong communication	Advanced	Critical thinking	Advanced
Superior attention to detail	Advanced	Process improvement	Advanced

LANGUAGES

English	Fluent	Gujarati	Native
Hindi	Fluent		