

Amit Kumar Pandey

Accountant

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Dubai, United arab Emirate

SUMMARY

As an Accountant with ten years of experience in financial management and analysis, I am dedicated to providing accurate and timely financial information while adhering to all regulatory standards. My attention to detail is unmatched, and I am skilled in using advanced accounting software and tools to improve efficiency and streamline processes. My goal is to obtain a challenging Accountant position where I can apply my financial management expertise to drive the growth of an organization.

EXPERIENCE

Sr. Account & Finance Executive

01/2020 - Present

LQT Communications LLC - Dubai (UAE) ↗

- On a weekly basis, we ensure that our bank, accounts payable, and accounts receivable records are reconciled.
- Every month, it is necessary to prepare the balance sheet and record the entries in the books.
- Every quarter, I prepare and submit VAT returns and process mandatory payments for three UAE-based companies..
- We create yearly projections for budget, monthly reports on cash flow, and financial statements.
- Online Preparing ESR and ICV reports for certification and online updates.
- Online assistance with managing the books of account and statutory maintenance for various countries, including Australia, Oman, Bahrain, the UK, and Jordan.
- GMR creates a comprehensive monthly report that evaluates the company's performance, analyzing both GP and NP.

Accountant

05/2014 - 12/2019

International Trading Corporation - Delhi (India)

- Daily tasks for Accounts Payable, Accounts Receivable, and Bank Reconciliation.
- Properly enter various types of vouchers such as Payment, Receipt, Contra, Journal, Purchase, Sales, Debit Notes, and Credit Notes based on accounting method.
- Support for Seniors in Finalizing Books and Conducting Audits.

Asst. Accountant

01/2010 - 04/2014

Telecom Network Solution Pvt. Ltd - Noida (India)

- Making sure that VAT/Service Tax Challan is deposited on time with the help of Internet banking and filing tax returns.
- Monthly reconciliation of party ledger and bank statements.
- Preparing Employee Imprest and Advance Account.
- completed the Profit and Loss statement, the Balance Sheet, and the Monthly Audited Report.

Jr. Accountant

02/2006 - 12/2009

Apoorva Valves Pvt. Ltd- Noida (India)

- To keep track of sales and purchases, it is important to maintain a register in Tally.
- working on reconciling the monthly vendor ledger with the bank statements.
- Creating daily vouchers and journal entries.
- Details for Preparing and Filing TDS Returns Online.

EDUCATION

Account & Book Keeping	07/2004
Bangabasi College - Kolkata University - Bachelor of Còmmerce	
Fundamentals of Accounting	
Book Keeping & Account	2000
Jogesh Chandra Chaudhuri College College in Kolkata, India - West Bengal Council of Higher Secondary Education	
Book Keeping	

SKILLS

Microsoft office	Advanced	Time Management	Advanced
Accounting Software	Expert	Financial modeling	Expert
Team work & Customer service	Expert	Financial statement analysis	Expert
Data Analysis & Forecasting	Expert	Variance analysis	Expert
Contract & Assets Management	Advanced	Tax documentation	Expert

LANGUAGES

Bengali	Intermediate	English	Fluent
Hindi	Fluent		