

# DANNY PHILIP

## PROFESSIONAL SUMMARY

Passionate **Accountant** with 5+ years of experience in accounting and finance. Expert in managing financial records, preparing financial statements, and ensuring compliance with accounting standards. Proficient in Tally Prime ERP, SAP, and Microsoft Office, ensuring accurate data management. Skilled in handling administrative tasks and supporting senior accountants to enhance organizational performance. Recognized for strong communication and teamwork skills, contributing to overall financial and administrative success.

## WORK HISTORY

### **Accountant 11/2019 to 06/2024** **Sanstar General Trading LLC - Dubai, UAE**

- Prepared, examined, and maintained accounting records, ensuring compliance with internal controls.
- Supervised accounts payable processing, including the accurate execution of monthly payroll.
- Reconciled ledger balances on a periodic basis, maintaining financial accuracy.
- Conducted monthly bank reconciliations and compiled detailed financial reports.
- Analysed monthly balance sheet accounts for corporate financial reporting.
- Generated invoices based on accounts receivable, ensuring timely payments.
- Prepared VAT returns for both commercial and individual clients.

### **Accountant trainee, 12/2017 to 12/2018** **Changanerry Municipal Corporation - Kerala, India**

- Reconciled bank accounts and accounted for various fund expenditures, ensuring financial accuracy.
- Assisted in the preparation of government budgets, contributing to strategic financial planning.
- Allocated bills and accounts in alignment with departmental strategy, supporting overall financial management.

### **Accounts Associate, 08/2016 to 11/2017** **Xerox Inc - Kerala, India**

- Handled Accounts Payables (P2P), ensuring the timely and accurate processing of payments.
- Managed daily work activities, providing regular updates and insights to the manager.
- Utilized accounting software and tools to streamline operations and improve efficiency.
- Conducted bank and intermediate reconciliations, maintaining accuracy in financial records.
- Ensured compliance with corporate financial policies and standards, upholding organizational integrity.

## CONTACTS

**Address:** Dubai, UAE  
**Phone:** +971 505033524  
**Email:** dannyjohn@gmail.com  
**LinkedIn:** <https://www.linkedin.com/dannyjohn>  
**Visa Status:** Visiting Visa

## SKILLS

- Advanced Excel & Power BI
- SAP
- Tally Prime
- QuickBooks
- IFRS & ISA Compliance
- Financial Reporting
- Account Reconciliation
- Payroll Management
- VAT Preparation & Filing
- Accounts Payable
- General Ledger Accounting
- Teamwork & Time Management
- Reporting & Documentation
- Logistics & Operations Management

## EDUCATION

**Bachelor of Commerce - June 2014**  
**MG University - Kerala, India**

## LANGUAGES

**Malayalam** Native  
**English** Fluent  
**Hindi** Proficient

---

