

DEEPAK P B

ACCOUNTANT

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Email ID: deepakpoonghat60@gmail.com

Location: Dubai, UAE | Date of Birth: 05/12/1987 | Nationality: Indian



PROFESSIONAL SUMMARY

Detail-oriented and results-driven Accountant with over 10 years of experience in financial reporting, accounts payable/receivable, payroll management, and audit compliance across India, UAE, and Oman. Proven expertise in preparing accurate financial statements, maintaining regulatory compliance, and managing full-cycle accounting operations. Adept at using accounting software such as QuickBooks, SAP, and Oracle to streamline processes and improve financial accuracy. Strong analytical and problem-solving skills with a commitment to maintaining high standards of integrity and confidentiality. Known for working well in team environments and contributing to continuous process improvements.

PROFESSIONAL EXPERIENCE

Accountant

May 2021 – September 2024

Tasty Food, Thrissur, India

- Prepared monthly, quarterly, and annual financial statements including balance sheets, income statements, and cash flow statements.
- Ensured compliance with accounting standards and regulatory requirements.
- Managed accounts payable and receivable; processed invoices, tracked payments, and followed up on overdue accounts.

Accountant

May 2018 – March 2020

Dots Printing Materials Trading LLC, Dubai, UAE

- Generated complete sets of financial statements and ensured compliance with UAE regulations.
- Handled vendor payments and customer collections efficiently.
- Maintained accurate accounting records and liaised with external auditors.

Accountant

February 2015 – February 2018

Souk Al Emirates LLC, Dubai, UAE

- Managed full payroll processing including salary calculation, statutory deductions, and benefits.
- Provided documentation and audit support for internal and external audits.
- Utilized accounting software (QuickBooks, SAP, Oracle) to automate financial processes.

Assistant Accountant

July 2013 – January 2015

Global Source Trading LLC, Muscat, Oman

- Reconciled bank and general ledger accounts monthly.
- Oversaw billing and ensured accuracy in client invoices.
- Developed internal control systems to safeguard financial data integrity.

TECHNICAL

TALLY MS Office (MS Word, MS PowerPoint, MS Excel) | DIFFA

KEY SKILLS

- Financial Reporting & Analysis
- Accounts Payable/Receivable
- Bank & Ledger Reconciliation
- Payroll Management
- Audit Support & Documentation
- Internal Control Implementation
- Attention to Detail
- Time Management

EDUCATION

❖	MBA – Master of Business Administration <i>GKM College of Engineering and Technology, Anna University, Chennai</i>	2009 – 2011
❖	Bachelor of Commerce (B.Com) <i>University of Calicut, Thrissur</i>	2005 – 2008
❖	Plus Two (Commerce Stream) <i>GMGHSS Kunnampulam, Kerala HSE Board</i>	2003 – 2005
❖	S.S.L.C <i>St. George High School Thozhiyoor, Kerala Board</i>	2003

PASSPORT & VISA DETAILS

Passport No: C4677390
Date of Issue: 06/11/2024
Date of Expiry: 05/11/2034
Place of Issue: Cochin

Visa Status: Visiting
Validity: 03-06-2025 To 02-08-2025

LANGUAGE

English | Hindi | Tamil

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

DEEPAK PB