



# ENASTEENA MARTIN

## Accountant / Purchase Coordinator

### PROFILE

"A self-driven and accomplished management professional with 8 Years of experience in the field of Accounting. Highly motivated pro-active professional with keen sense of implementing value added initiatives in the organization"

Proven track record of delivering accurate reports and high-quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

### CONTACT

PHONE:  
**00971-509499027**

EMAIL: [enasteenamartin@gmail.com](mailto:enasteenamartin@gmail.com)

ADDRESS : Karama Centre, Dubai

### WORK EXPERIENCE

#### **Accounts Payable cum Purchase coordinator, 07/02/2023 to Present** **Capital Steel and Nafees Bastan Group of Companies- DUBAI,UAE**

- Maintain distribution agreements, price lists and special price contracts of all suppliers.
- Oversee the timely and accurate stock orders to ensure adequate availability of fast-moving stock items.
- Evaluation, selection and management of our vendor partner base including site audits, bid solicitation and comparison, establishing and maintaining purchasing KPIs and vendor reviews.
- Track purchase vs budget cost deviations, identify root cause and develop corrective actions to narrow or eliminate deviations.
- Negotiate rates and reduce purchase costs on goods, services, freight and transportation.
- Develop and implement instructions, policies and procedures for purchasing and contract management.
- Inventory management.

#### **Accountant, 07/11/2022 to 20/01/2023 (Contract )** **Escrappy Recycling of Waste Electronic LLC- DUBAI ,UAE**

- Overseeing all accounts, ledgers, and reporting systems and regulatory requirements and Internal Audit supporting.
- Maintaining internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Consistently analyzing of financial data and presenting financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress, changes and keep senior leadership abreast of the financial status.
- Administrator and Supporter of HR department involved in maintaining decorum in Employees as per Company Policy
- Accurate and timely submission of statutory requirements and updated on Tax Amendments.
- Well knowledge on Vat and corporate tax
- Strong and accurate on WPS, payroll and HR related works

#### **Senior Accountant, 20/10/2021 to 15/10/2022** **UNITED GROUP OF INITIATIVES - COCHIN, INDIA** **(Venture of BRILLIANZ EDUCATION & LEADERS COLLEGE -DUBAI,UAE**

#### **Accountant cum Admin, 07/ 2019 to 01/ 2020** **IYYM ENGINEERING SERVICES PVT LTD - KADAVANTHRA, INDIA** **(Branch of IYYM EPS FRZ, Dubai)**

#### **Accountant, 02/ 2015 to 05/ 2017** **Le Cruze, Tours & Travels (Car rentals) - Kochi, INDIA** **(Partner of Greenland Travels, Kerala)**

## ADDITIONALS

DOB : 25-11-1993

NATIONALITY : INDIAN

PASSPORT NO: U6417367

MARITAL STATUS : MARRIED

## TECHNICAL SKILLS

Well versed with Tally ERP 9  
Quick Book,Zohoo

Good Knowledge of Microsoft Excel,  
Word and Google Sheets.

Knowledge in TAX filings

## LANGUAGES KNOWN

ENGLISH

MALAYALAM

HINDI

TAMIL

## ACADEMICS

**Post Graduate Diploma (International Business operations - 2015):** Indira  
Gandhi National Open University , India

**Bachelor of Commerce :** Holder of First Class from M G University, Kottayam,  
Kerala.

**CA inter : Pursuing**

## CERTIFICATION

**Certificate of Attendance in Webinar- CORPORATE TAX SYSTEM, UAE**

**Conducted by Dubai Chamber of Commerce.**

## KEY SKILLS

- Analyzing complex financial reports and records
- Making recommendations based on analysis and status of reserves, assets expenditures
- Reviewing journal entries of junior accountants to ensure accuracy
- Training and mentoring junior staff Performing variance analyses and preparing account reconciliations
- Assisting with financial and tax audits
- Documenting and monitoring internal controls in support of auditing team
- Coordinating more complex accounting projects and initiatives with other members of the accounting and finance team or with other departments
- Highly detail-oriented and organized
- Ability to meet a constant stream of deadlines Proven ability to work both independently and collaboratively with different levels of employees
- Superior analytical and problem-solving skills Familiarity with accounting software and programs.
- Effective problem solving skill and Tax matters

## REFERENCES

Mr.Ratheesh K R  
(Internal Auditor, Brillianz Group of Education , UAE)  
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