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ACCOUNTING PROFESSIONAL

Proven track record handling accounting and finance administration in a fast-paced environment, 10 plus years' experience

CAREER EXPERIENCE

General Accountant at Al Nawras General Trading, Sharjah, United Arab Emirates – Jan 2018 – till date

- Maintain Client relation and ensure customer satisfaction.
- Reconciliation of supplier account.
- Distributing payments on due date.
- Controlling accounts receivables & payable according to their payment terms.
- Keeping control of aged receivables to ensure timely credit collection.
- Assisting in the preparation of reports and analyses, setting forth progress, adverse trends and appropriate recommendations or conclusions.
- Following up the key agreement and analyzing Key suppliers.
- Handle clients' queries & redress their grievances.
- Ensuring smooth and timely monthly closing of accounting books.
- Management and conduction of regular stock takes.
- Maintaining Final books of accounts
- Active participation in month-end processes (general accounting)
- Participate in the preparation of year-End
- Prepare reconciliations for several balance sheet and outcome accounts

Assistant Accountant at Al Maya Group, Dubai, United Arab Emirates – Jan 2014 – Dec 2017

- Preparing and checking of payment vouchers throughout
- Maintain Client relation and ensure customer satisfaction
- Handle clients' queries & redress their grievances
- Maintaining sound relations with creditors and debtors
- Ensuring smooth and timely monthly closing of accounting books
- Management and conduction of regular stock takes
- Enter supplier invoices with correct coding and supplier information
- Match supplier invoice to PO
- Ensure all supplier invoices and supporting information are filed correctly

Accounts and Admin at Providence Builders & Developers, Mangalore, India – Feb 2012 – November 2013

- Maintain Petty Cash on Daily Basis and Check the Cash Flows.
- Debtors & Creditor Reconciliation.
- Regular Follow up on the Payment from the Debtors.
- Cash & Bank Reconciliation on Daily Basis.
- Preparing Monthly Reports (Invoice report, ageing Analysis Report, Customer Ledger Report, and Outstanding Statements Report), Generating Monthly P&L statement & Provisional Balance Sheet.
- Handling account books & book writing of customer upto finalisation.
- Inventory Control.

Assistant Accountant at Commercial Accountant/Tax Consultant, Mangalore, India – Sep 2010 – Dec 2011

- Maintain Day Book of the customers.
- Undertake bank reconciliation.
- Prepare Provisional & Projected Balance Sheet.
- Auditing the Books of Accounts of the Clients.
- Undertaking Ledger scrutiny.

EDUCATIONAL CREDENTIALS

2010 Bachelor in Commerce - Bachelor's Degree (Three Years)