



Contact

Phone +971566617709
Email pg.pushpak@gmail.com
LinkedIn
www.linkedin.com/in/pushpakgoswami

Education

2011-2014
**Bachelor of Commerce
(B.Com)**
Jay Narayan Vyas University,
Rajasthan

Skills & Expertise

Communication skills
Problem-Solving Skills
Leadership
Time Management
Tally ERP, SAP, Zoho Books ,
Retail POS
Ms-Office Proficiencies
Bank Reconciliation, Tax
compliance, Online TT, PDC
Management
Accounting Principles GAAP IFRS

Language

English
Hindi

About Me

Date of Birth 16th Sept 1993
Nationality Indian
Visa Status Working
Driver's License Yes

Pushpak Goswami

Accounts & Finance Executive

Results-driven professional with over 7 years of expertise in General Accounts, Accounts Payable, and Accounts Receivable. Proactive learner adept at adopting emerging trends to achieve organizational objectives. Known for effective communication and a track record of contributing to office success. Committed to ongoing professional development while adding value to organizational growth.

Experience

2022 - Present

RENEE SUPERMARKET LLC DUBAI

Accounts Manager

- Reconciliation of: Bank, creditors, Debtors, Customs, G/L accounts.
- Prepare VAT Returns, Complete quarterly and annual VAT reports.
- Visit customers to resolve disputes and maintain accurate records.
- Prepare and analyze financial statements, providing insights to support decision-making.
- Generate regular financial reports for management review.
- Assist in budgeting and forecasting processes.
- Collaborate with the inventory management team to reconcile and report on inventory levels.
- Monitor and analyze variances in inventory counts and values.
- Oversee the payroll process, ensuring accurate and timely payment to employees.
- Address payroll-related inquiries and discrepancies in a prompt manner.
- Maintain up-to-date knowledge of payroll regulations and compliance.

2015-2022

DYNAMIC DEAL GENERAL TRADING LLC DUBAI

Accountant General

- Prepare invoices, Ledger posting & posting to an accounts package.
- Dealing with General Accounts and maintain records
- Maintain Trade Payables and Trade receivables
- Inspect the stock before handling delivery for quality issues
- Cash Management & Petty Cash Handling.
- Preparing VAT Returns Reports.
- Collaborate in internal and external audit processes.
- Provide supporting documentation and explanations as needed.
- Assist in month-end and year-end closing procedures.
- Support in the preparation of journal entries and adjustments.