



RASEEL A P

Senior Finance Executive

My Contact

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Hard Skill

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Prepare Bank Reconciliation Statement
- Managing Petty Expenses
- Journal Entries & General Ledger
- Proven ability to maximize sales opportunities by creating professional sales script and building rapport with potential new and also existing customers.
- documents. Preparing and filing of VAT returns periodically
- Prepares payments by verifying documentation, and requesting disbursements.

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- DEVAGIRI COLLEGE , CALICUT
B Com (Taxation)
Completed in 2016
- ICPA-(complete
international certified professional
accountant
Completed in 2017
- Markaz HSS, Calicut
Intermediate (Commerce),
Completed in 2013

About Me

Five year experience with completing financial transaction, of ledger processes, reconciliations, and streamlining reports. I seek challenging opportunities where i can fully use my skills for success of the organization. Secure a responsible career opportunities to fully utilize my training skills, While making a significant contribution to success of the company.

Professional Experience

EMIRATES PARK GENERAL TRADING LLC-DUBAI

PASONS GROUP

From 2018 th February

Key responsibilities:

- Managed the accurate and timely processing of up to 500 invoices per month for large, multi-site organizations. Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues
- Renegotiated payment terms with dozens of suppliers/vendors from 7 to 90 days for manufacturer emerging from bankruptcy. Also improved cash flow and helped facilitate company's return to profitability
- Dealing with the preparation and submission of VAT returns on a monthly basis
- Supervising the performance of junior accountants and other staff and advising them for further improvement in their work culture
- Substantiates financial transactions by auditing documents.
- Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages

VP BROTHERS COMPANY

2015 – 2017

Key responsibilities:

- Communicating new products to potential clients
- Created a regional sales reporting and performance monitoring system
- Gathering industry data and analyzing spend patterns to highlight the potential for future growth.

QUALIFICATIONS

- Operation system
- Specialized in Tally ERP 9.0.,
- Specialized in Fabby Soft.
- Knowledge in Computer Fundamentals, Windows XP, Windows 7,