



SAHAD VM



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Dubai, UAE

PERSONAL SKILLS

- Strong interpersonal, communication, planning, and presentation skill.
- Ability to manage complex projects and multi-task.
- Very active and energized personality.
- Ability to meet deadlines
- Strong academics. knowledge in Accounting and Marketing strategies.

EDUCATION

2014
**MASTER OF BUSINESS
ADMINISTRATION**
PERIYAR UNIVERSITY |
TAMILNADU INDIA

2011
**BACHELOR'S DEGREE IN
BUSINESS COMMERCE**
KANNUR UNIVERSITY |
KERALA INDIA

2008
**BOARD OF HIGHER
SECONDARY EXAMINATION |**
KERALA INDIA

2006
**BOARD OF
PUBLIC
EXAMINATION |**
KERALA INDIA

PROFESSIONAL SUMMARY

MBA postgraduate in Finance & Marketing from the University of Periyar, India. With over 10 years of experience as a corporate accountant and well knowledge of accounting methods, processes, and transactions. Seeking to operate in a challenging environment and through with the organization to achieve its goals and gain additional information.

WORK HISTORY

03/2020 - till now

DOME CERAMICA | Dubai, UAE

ACCOUNTANT CUM STORE MANAGER

- *Perform process analysis and communicate recommendations to management.*
- *Process journal entries and correction records to ensure accuracy.*
- *Prepare credit note for customers and focusing for reduce bad debt provision.*
- *Assist to make customer master preparation data and payment follow up on time.*
- *Handling tasks related to cash disbursement and bank, credit card reconciliation.*
- *Formation and maintain payroll periodically in a systematic way.*
- *Preparing, validating, and submitting all required VAT returns, supporting schedules, and any documentation/responses as may be required by the Federal Tax Authority.*
- *Communication with top-level and company.*
 - *Manage store operational requirements by scheduling and assigning employees.*
 - *Identify current and future customer requirements by establishing rapport with potential and existing customers.*
 - *Ensure standard for quality, customer services and health and safety are met.*
 - *Manage stock levels and make key decisions about inventory control.*
 - *Analyz sales figures, forecast future sales and interpret trends to facilitate planning.*
 - *Manage all controllable cost to keep operations profitable.*

TECHNICAL SKILLS

- Working on software Peachtree, Tally, and Logicapps
- Working experience on Suntech business solution accounting software
- Excellent documentation and good IT skills including Microsoft Office applications & outlook
- Basic knowledge of Java, Visual Basic & SQL

STRENGTHS

- Ability to listen
- Innovative and Creative
- Confidence and Energetic
- Competitiveness
- Enthusiasm

INFORMATION

Languages:

English : Fluent

Hindi : Fluent

Malayalam : Native

Nationality : India

DOB : 30.03.1991

Gender : Male

Marital Status:

Married

DRIVING LICENSE

UAE Driving License (Manual)

07/2016 - 10/2019

MASTERY JEWELRY | DMCC, DUBAI
ACCOUNTANT

- *Handling the complete accounting cycle i.e., opening, posting entries, and closing of accounts, and preparation of various accounting reports.*
- *Verifying each entry with its voucher and rectifying the mistakes.*
- *Handling tasks related to cash disbursement and cash reconciliation.*
- *Maintaining accurate records about the customer payment status.*
- *Inventory management and process costing through SUNTECH Business Solution.*
- *Formation and maintain payroll periodically in a systematic way.*
- *Assisting the sales teams.*
- *Focused to always maintain a healthy customer relationship, with customer service key at every level.*

08/2014 - 05/2016

MM FABRICS | BANGLORE, INDIA
ACCOUNTANT

- *Reviews, investigates and correct errors and inconsistencies in financial entries, documents, and report.*
- *Managing account receivable activities of the company.*
- *Follow up with customers on payment and resolving any graveness such as sales return, and credit note issues.*
- *Reconciliation of customer statement of accounts.*
- *Posting of Bank Receipt Voucher, General voucher, Petty cash, etc.*
- *Manage to file and archive the related record.*
- *Solely handle collectibles & correspondence.*
- *Strong research and analytical skills.*
- *Excellent customer service provider and handle office administration independently.*
- *Liaise with various departments and all levels of staff effectively.*

DECLARATIONS

I hereby declare that the above-written particulars are true to the best of my knowledge and belief.

SAHAD VM