

# UBAIS M P

## A C C O U N T S   E X E C U T I V E



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Date of Birth: 18-01-1997

Marital Status: Single

Nationality: Indian

Passport Details:

Passport No: S6701876

Issue Date: 03-10-2018

Expiry Date: 02-10-2028

### EDUCATION

**CERTIFIED MANAGEMENT  
ACCOUNTANT (CMA USA) – Pursuing**  
Academy for Professional Studies

**Bachelor of Business Administration**  
Kannur University, Kerala, India (2018)

**Senior School Certificate**  
Board of Higher Secondary Examination  
Kerala, India (2015)

### COMPUTER SKILLS

- TALLY
- MS OFFICE
- QUICKBOOKS
- ARABIC TYPING
- PEACHTREE

### CAREER OBJECTIVES

Seeking a Career to utilize my knowledge, Personal Skills to gain comprehensive understanding at a reputed organization so as to take responsibility and contribute significantly.

### PROFESSIONAL EXPERIENCE

#### ACCOUNTANT

#### **BINWANIS ACCOUNT MANAGEMENT & TAXATION**

#### **UAE ALAIN (PRESENT 1 YEAR)**

##### Duties & Responsibilities:

- Handling and Preparation of VAT reports around 70 Clients.
- Preparing Documents for VAT Registration & Deregistration.
- Preparing Tax Filing and making payments on time to avoid penalties.
- Assisting and Completed Auditing related works in Alain main Canters like Tadbeer Auxiliary Centre, Tawjeeh Centre, Hili Gift Markets, Calm and Fitness Club.
- Preparation of WPS and submitting to correspondent Bank.
- Preparation of Financial Reports to Various Clients.
- Helping Business and Individuals create strategies for dealing with Tax and prepare for their future in Financial market.

#### **MASTRO METALS PVT LTD / 3 YEARS**

#### **KERALA, INDIA**

##### Duties & Responsibilities

- Overseeing day to day accounting operations, maintain and ensuring financial transactions are recorded properly.
- Summarise current financial status by collecting information and preparing Balance sheet, Profit and Loss Account and other reports.
- Preparing various reports like Inventory, Accounts receivables and payables report to Area Manager.
- Reconciliation of Bank Statements.
- Reconcile and ensure customers and supplier's ledgers.
- Preparing and controlling aging schedule for accounts receivables and payables.
- Identifying, assessing and mitigating financial risks to protect the organizations financial assets and stability.
- Collaborating with other departments and members of senior management to develop long term organizational goals.
- Maintain Accounting documents and record, ensuring all files are up-to-date.

**SOFT SKILLS**

- Communication
- Organizing
- Commercial awareness
- Confidence
- Quick learner
- Patience
- Perseverance

**LANGUAGES**

- English
- Hindi
- Malayalam

**PROFESSIONAL KNOWLEDGE**

- Business Acumen
- Standards of Accounting
- Software proficiency
- Data analysis
- Attention to detail
- Problem solving

**PROFESSIONAL SKILLS**

- Accounts Finalisation
- Accounts Payable and Receivables
- Vat preparation and filing
- Bank Reconciliation
- Month End and Year End Closing
- Inventory Management
- Cash Flow Management
- Budgeting and Planning

**DECLARATION**

I hereby declare that the above stated facts are true, to the best of my knowledge and belief.