

# **UNAIS MUHSIN** Accountant

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Accounting professional with 8+ years of experience in Financial Accounting, Reconciliations, payables, receivables book keeping and General Ledger Accounting. To chart out a career in finance taking full advantage of my specialization in finance and to work with my full efficiency and integrity in long term association with any reputed organization.

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#### **BACHELOUR OF COMMERCE**

JUNE-2011 – May 2014 CALICUT UNIVERSITY – INDIA

DIPLOMA IN CORPORATE ACCOUNTS AND MANAGEMENT Nov-2013 – April-2014 ACCOUNTS SERVICE SOCIETY, COCHIN – INDIA

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GRANDA TRADING LLP – INDIA ACCOUNTS CUM OFFICE ADMIN January 2022 – January 2023

**3G MOBILE WORLD – KERALA-INDIA** ACCOUNTS EXCECUTIVE October 2017 – August 2021 A company engaged in Digital Retail Distribution all over Kerala.

SPANISO STUDIO – KERALA -INDIA ACCOUNTANT January 2016 – October 2017 A company engaged in wholesale & retail tiles & sanitary.

ILLAM ELECTRONICS & HOME APPLIENCES - INDIA ASSISTANT ACCOUNATNT June 2015 – September 2015

ACCOUNTANTS SERVICE SOCIETY - INDIA ACCOUNATNT April 2014 – May 2015



PASSPORT NO

MARITAL STATUS

LANGUAGE SKILL

NATIONALITY

**VISA STATUS** 

PERSONAL SNIPPETSDATE OF BIRTH: 13/09/1993

- : T2612001
  - : VISITING VISA TILL
  - 31<sup>ST</sup> MARCH 2023
  - : MARRIED
  - : INDIAN
  - : ENGLISH, HINDI, MALAYALAM

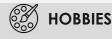


BOOKING KEEPING VAT COMPUTATION & FILING GENERAL LEDGER ACCOUNTING RECEIVABLES & PAYABLES FINANCIAL YEAR END AUDITS ACCOUNTING RECONCILIATIONS FINANCIAL REPORTING QUICK LEARNING GOOD CALCULATION TACTICS



#### SOFTWARES

SAP FICO & BUSINESS ONE APX Software TALLY ERP 9 Microsoft Office Package







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### DUTIES HANDLED

- Financier's reconciliation and its adjustment entries.
- Daily bank statement entries for all Bank accounts..
- Documents financial transactions by entering account information.
- Accounting all kind of expenses related with company and verifying its Goods and Service Tax.
- Handling monthly journal entries, accounts and various ledgers
- Handling purchases, sales which also includes import and export.
- Handled all importing and exporting documents related business.
- Review, collection and cash deposit slips from cashier and enter Bank Receipts Record transaction in system.
- Prepares general ledger entries by maintaining records and files; reconciling accounts.
- Preparation of monthly Financial Reports for the Managements.
- Accounts Receivable and Payable Management.
- Preparation of Bank Reconciliation statement.
- Contributes to team effort by accomplishing related results as needed.
- Review & approve payment vouchers & journal entries.
- Monthly payroll processing by submitting salary through WPS through Bank.
- Timely reconciliation of Customer and Vendor statement to match the balance.

THANK YOU