



UNAIS MUHSIN

Accountant



PERSONAL SNIPPETS

DATE OF BIRTH : 13/09/1993
PASSPORT NO : T2612001
VISA STATUS : VISITING VISA TILL
31ST MARCH 2023
MARITAL STATUS : MARRIED
NATIONALITY : INDIAN
LANGUAGE SKILL : ENGLISH, HINDI,
MALAYALAM



SKILLS

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



EXECUTIVE PROFILE

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.



ACADEMIC CREDENTIALS

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



CAREER SUMMARY

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

3G MOBILE WORLD – KERALA-INDIA
ACCOUNTS EXECUTIVE
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 ACCOUNTANT
June 2015 – September 2015

ACCOUNTANTS SERVICE SOCIETY - INDIA
ACCOUNTANT
April 2014 – May 2015



HOBBIES



CONTACTS



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**Flat No. 187
Discovery Gardens
Dubai - UAE**



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