

UNAIS MUHSIN Accountant

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.

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

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
 - 31ST MARCH 2023
 - : MARRIED
 - : INDIAN
 - : ENGLISH, HINDI, MALAYALAM

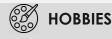


BOOKING KEEPING VAT COMPUTATION & FILING GENERAL LEDGER ACCOUNTING RECEIVABLES & PAYABLES FINANCIAL YEAR END AUDITS ACCOUNTING RECONCILIATIONS FINANCIAL REPORTING QUICK LEARNING GOOD CALCULATION TACTICS



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