



KUMAR.P

Accounts asset/ Clerk

CONTACT

United Arab Emirates

+971 561669286

Kumarpochampeta00@gmail.com

INDIA

SKILLS

- Target driven
- Interpersonal communication skills
- Problem-solving strength
- Customer service
- Team-orientated
- Customer satisfaction
- Accounts management
- Purchase management
- Store management

IT SKILLS

- ORACLE (ERP)
- MS OFFICE
- E-PROMIS
- Tally

UAE DRIVING LICENSE NO-3

- **Driving License. No :** 4142154
- **Expiry Date :** 04/07/2028
- **Place of Issue :** UAE

LANGUAGES

English : Proficient
Telugu : proficient
Hindi : proficient
Tamil : intermediate
Araby : Beginner

EDUCATION

Bachelor of science Degree, 2016
Telangana University – Nizamabad ,
India

SUMMARY; [Accounting Assistant with 6+] [Accounting clerk 2 years] and [one year accounts data entry] of experience in accounts receivable, accounts payable, processing invoices. Expert at using QuickBooks and advanced Excel functions to reduce processing times and save costs. Possess a bachelor's degree in business administration with a focus on accounting.

PROFESSIONAL EXPERIENCE :

Accounting Assistant

ENGINEERING CONTRACTION CO. LLC, | JULY-2021- Present

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects
- Petty Cash handling
- Petty cash entry in entries to ensure all business transactions are recorded Bookkeeping software: QuickBooks
- Petty cash reconciliations weekly and monthly.
- Supplier payment settlement and payment follow-up.

Accounting Clerk

ENGINEERING CONTRACTION CO. LLC, | JULY-2018-2021

- supplier reconciliation
- Processing invoices
- Recording financial transactions
- Preparing financial reports
- Auditing
- Updating ledgers
- Accounts receivable
- Accounts payable
- Bookkeeping software: QuickBooks

Accounting data entry

ENGINEERING CONTRACTION CO. LLC, | JULY-2017-2018

- Invoice, delivery notes and LPO checking posting in system.
- Typing speed 50w/m
- Internal journal entries
- Scanning, printing checking & E-mail follow-up.