

Shanavas Kader

dubai

shanavaskader9_xnr@indeedemail.com

+971 502715532

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

Work Experience

Accountant

August 2019 to Present

Senior Accountant

Ajman Markets Cooperative Society - AE

December 2016 to July 2019

Senior Accountant

Emirates Islamic Bank - Dubai

December 2008 to September 2016

Accountant

Machinery Enterprises LLC - Dubai

January 2004 to September 2008

Accountant

Binu & Shaju Chartered Accounts

January 2002 to September 2003

Duties & Responsibilities

- As an Senior Accountant: Verifying and approving the goods receipt voucher, purchase return voucher, debit note, and credit note through JD system and reviewing and posting the batches to the appropriate balance sheet accounts.
- Preparing monthly VAT filling to submit the same in the UAE FTA system
- Preparing monthly aging report and issuing the payments based on the payment cycle and ensuring the payments are done timely and accurately.
- Reconciling the supplier accounts and reviewing the supplier reconciliations and taking necessary action on the gap between supplier accounts and retail book.
- Interacting with the suppliers and identifying the issues and fixing the same by timely and accurately.
- Verifying and approving the consignment and rental invoices in JD system and reviewing and posting the batches to the appropriate balance sheet and P&L accounts.
- Reconciling the trade and other creditor's account, receipt not match account, prepaid and general contra account for trade and non-trade items.
- Reviewing and posting the journal entries for accrual for utilities payment and reversing the entries ones actual payments are done.
- Verifying and reviewing the cost accounts and expense accounts for the non-trade receipt booking and posting the batches to the appropriate accounts.

- Preparing monthly supplier investment details and presenting the same to the finance manager.
 - Verifying the fixed assets are created in appropriate cost accounts and running the depreciation and posting the batch on monthly basis and preparing the fixed asset schedule on monthly basis and submitting the same to management.
 - Arranging the transfer and removal of fixed assets based on the business requirements.
 - Managing and controlling a team of 10 junior and senior staff in voucher match section AP trade and other creditors, fixed assets section and cheque despatch section.
 - Reviewing the VAT receivable and payable accounts and preparing the VAT returns to submit in FTA.
-
- Initiate processing of all journal entries like accrual, amortization, depreciation, and prepayment in JD system.
 - Reporting directly to the finance Manager.
 - As a Senior Accountant:
 - Monthly preparation of profit and loss account, balance sheet, cash flow statement, bank reconciliation
 - Maintaining General ledger and payroll process and accounts receivable
 - Initiate and authorize vendor payments through oracle system and arranging payments through SBS system and arranging bank transfer and manager's cheque payment to the vendors and reconciliation of manager's cheque account and SBS clearing account.
 - Reconciliation of sundry assets, creditors (oracle v/s equation), provision for expense, prepaid rent & trade license, provision for expense, GL transit, payable to NI account etc on OGL NA level on a monthly basis.
 - Running month end fixed assets depreciation, capitalization of FANC assets in oracle system & preparation of fixed asset schedule and reconciling the same with the oracle GL. And preparing additions, deletions and transfer for assets.
 - Initiate processing of all journal entries like accrual, amortization, depreciation, and prepayment and corporate & SME provision entries in oracle system.
 - Verification and authorization of leases & trade licenses in property module in oracle system and running the month end schedule for amortizing the rent & trade license.
 - Respond to the central payment entries for EIB portion processed through intergroup account by ENBD to EIB books in equation and oracle system.
 - Managing and distributing head office petty cash and passing entries in equation and reconciling head office petty cash account.
 - GL period opening/Closing in oracle ledger for EI & EREF after verification of proper glif run.
 - Manual profit calculation of premature deals in excel sheet related to profit & loss distribution module and providing the details to branches to pass the necessary entries in core banking system.
 - Opening, closing, blocking & inactivating of all internal accounts and parameter Maintenance and creation of basic number in equation core banking system.
 - Journal Entries batch posting from corporate accounting and management system (CAMS) system to equation (core banking system).
 - Arranging ATM account opening by filling the account opening form and parameter form by coordinating with ENBD, tanfeeth & business teams.
 - As an Accountant in Machinery Enterprises: Preparation of profit & loss account and balance sheet.
 - Preparation of cash flow & import Letter of credit documents related to various overseas shipments.
 - Initiate processing of all kind of journal entries in sage system.
 - Reconciliation of head office and inter branch books on monthly basis.
 - Initiate processing of sales Invoice, credit note and LPO in sage system.
 - Booking inventory in sage system and stock reconciliation for year-end closure.

- Running month end fixed assets depreciation process and passing necessary journal entries related to addition deletion and asset retirement.
- Payroll and EOSB payment processing.
- Assisting the sales team to deal with the customers and explain the product details and arranging sales.

Education

B.com

Calicut University - Calicut, Kerala
2002

Certification

Calicut University - Calicut, Kerala
1998

Skills

PEACHTREE, COGNOS, Tally, ORACLE, MS OFFICE

Additional Information

Technical Skills

MS Office
Tally, Peachtree, DacEasy
JD Edwards, Oracle, Finacle, Sage
Cognos, synergy, microsoft
Corporate & Banking Software - Equation (IBM AS400)