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**SALVIN DAVIS**

**E-Mail salvindavis2939@gmail.com**

**Mob +971544387873**

**OBJECTIVE**:

Looking for the position of Accountant in a firm where I can use my skills and wide experience for the benefit of the company and to aim for my further growth.

**CAREER SUMMARY:**

A dynamic and sincere professional with good accounting knowledge having rich experience of 6+ in accounts fields.Excellent knowledge in Accounts Payable & Receivable processes. General ledger accounting, Bank accounting and fixed assets accounting procedures.

**PROFESSIONAL EXPERIENCE**:

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| --- | --- | --- | --- |
| **Company Name** | **Location** | **Designation** | **Experience** |
| Havener Logistics | Dubai, UAE | Accounts Executive | Aug 2018 to Present |
| Gee Bee Hotels & Resorts Pvt Ltd | Kerala, India | Accountant | July 2017 to July 2018 |
| VIP industries Ltd | Kerala, India | Accounts Cum Billing Executive | June 2016 to June 2017 |
| K&K Agro Tech (Amma Rice) | Kerala, India | Accounts Executive | Feb 2014 to May 2016 |
| Edathi Constructions | Kerala, India | Accounts Assistant | April 2011 to January 2014 |

**PROFESSIONAL QUALIFICATIONS:**

B.Com (Accounting & Computer) from M.G University in 2011.

**TECHNICAL SKILLS:**

* TALLY ERP-9.
* SAP (System Application Products in Data Processing).
* MS Office (Word, Excel, Power Point, Publisher).
* Flair Software (Accounting).

**SKILLS AND EXPERTISE:**

* Maintaining general books of accounts, entering invoices and keeping all files in an accurate accounts filing system.
* Monthly Payroll calculation and distribution. Issuing cash and expenses of staff and Petty cash Controlling, verifying Employees travel claims as per policy/protocol, and follow up Customer Payment.
* Receive, Register, Verify and Process all invoices and ensuring accuracy of transactions. Processing Invoice for payment and releasing payments to Vendors.
* Vouching of Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
* Generate Debit note And Credit note against Customer Complaints.
* Dealing with the Preparation and submission of VAT Returns on monthly basis.
* Coordinating Go-Down operations.

**PERSONAL PROFILE:**

Name : Salvin Davis

Date of Birth : 21/12/1990

Gender : Male

Religion : Christian

Father : V.K. Davis

Nationality : Indian

Marital Status : Married

**LANGUAGE PROFICIENCY:**

English : Speak, Read, Write

Hindi : Speak, Read, Write

Malayalam : Speak, Read, Write

**PASSPORT DETAILS:**

Passport Number : M1823402

Date of Issue : 03/09/2014

Date of Expiry : 02/09/2024

Place of Issue : Cochin

**DECLARATION:**

I hereby declare that all claims made above are correct to my belief. All the originals of the testimonials for my claims would be produced before you at any time.

Salvin Davis

Place: Dubai

Date: