



SHIHAS CHUNGATH

Accountant with more than Six
years' experience



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M4630921(REPUBLIC OF INDIA)

PROFESSIONAL SUMMARY

Accountant with more than 6 years of post-qualification experience. Ability to work in a dynamic environment and under pressure situations. Possess honesty and the ability to work hard. Hands-on knowledge of ERP Accounting Softwares. Ability to apply advanced excel tools during work.



WORK EXPERIENCE

Designation : - General Accountant

Company Name: - Al Waseet Oil Equipment Trading LLC

Location : - Al Barsha, Dubai, UAE

Duration : - October 2021 – To date

Company Profile: - Company supplying parts and services for the Oil, Gas & Power Generation Industries.

Responsibilities: -

- Review of weekly cash flows, weekly projection of finance requirements and follow up with debtors for timely collection of receivable balances.
- Monthly book closing and reporting to Head office within the timeline.
- Physical verification of Stock.
- Reconciliation of Vendors' monthly statements with the books, and coordination of receivables & payables accounts.
- Monitoring all bank accounts, payables, and receivables management.
- VAT filing and review within the due dates.
- Resolved payment issues and followed up on vendor enquires to bring the company 100 % up-to-date with all bills.
- Maintain the documentation for the entire transaction.
- RFQ processing deals with ADNOC, ADOC, Tawreed Oman, OXY Oman, Dubai Municipality, and Privet

Designation : - Accountant

Company Name: - Tele link Communications LLC

Location : - Business Bay, Dubai, UAE

Duration : - October 2016 – June 2021

Company Profile: - Tele link Communications LLC is engaged in the retail business of Mobile phones and Accessories with more than 40 shops spread across three gulf countries.

Responsibilities: -

- Review of weekly cash flow, weekly projection of finance requirements and follow up with debtors for timely collection of receivable balances.
- Monthly book closing and reporting to Head office within the timeline.
- Bank reconciliation on daily basis.
- VAT filing and review within the due dates.
- Serving MIS requirements of head office and helping to prepare project report
- Responsible for reviewing weekly accounts payable run and their authorization.
- Maintain the documentation for the entire transaction
- Supporting the audit team with required audit details, including the first level check before sharing the data with auditors.
- Coordinating and following up with the audit team for timely closure of the audit.
- Managing finance of the retail division including the timely review of outlet collections, Supplier payments, and other intercompany fund transfers.
- Accounting for fixed assets addition and sale and maintaining a Fixed asset register
- Physical verification of Stock and Cash
- Active participation in the successful implementation of new ERP software

Designation : - General Accountant

Company name: - Malabar Tiles and Sanitary

Location : - Kerala, India

Duration : - January 2015 to September 2016

Responsibilities: -

- Maintaining & updating Books of Accounts using a computerized Accounting System (Tally ERP)
- Monthly MIS reporting is required by the management.
- Reconciliation of Vendors' monthly statements with the books, and coordination of receivables & payables accounts.
- Reconciliation of Bank accounts.
- Preparation of cash flow statements on a daily and monthly basis.
- Monitoring all bank accounts, payables, and receivables management.
- Involved in the filing of Tax returns



EDUCATION

- **M. Com** - Master of Commerce from Bharathiar University, Tamilnadu.
- **B. Com** - Bachelor of Commerce from Calicut University, Kerala.
- Practical Professional Accounting Course Certified from Tax Study center



PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 16th July 1990
- Marital Status : Married
- Languages known: English, Hindi, Tamil,
Malayalam & Arabic (Reading & Writing)
- Visa Status : Visit Visa



IT PROFICIENCY

- I Core Accounting Software
- Net Soft
- Tally
- MS Office – Word, Excel, Power Point

DECLARATION: I do hereby declare that the above information is true to the best of my knowledge.

Thanks,
Shihas Chungath