



DEVIDAS S

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Visa status : Visit Visa

Visa expires on 13-02-2021

Seeking for an assignment in Finance & Accounting with an organization of repute

Snapshot

- A competent **professional with more than 10 year** of rich experience in Finance & Accounting & Team Management.
- Efficient & organized professional with extensive experience in accounting systems.
- Maintenance of accurate financial records and ability to prepare clear and accurate reports for informational, auditing and operational use.
- Excellent written and verbal communication with the ability to work in fast paced environment.
- Good command over Computer Applications like Tally Financials, Quick Book, Opticon, Focus, MS OFFICE etc.

Organisational Experience

Hi Tech Builders – Kerala , India (July 2019 to Present) - Accountant

JOB RESPONSIBILITIES

- On time billing Invoices distribution & follow-up for payments
- Preparation of GST payments. Make the final checking and forwarding the same for online filing.
- Process account receivable, payables and customer account reconciliation.
- Banking transaction by manual and online (cheque deposits, cash receipt, payment transfer, cheque books etc.)
- Checking/Reviewing of journal vouchers for correctness and proper approval.
- Reconciliation of bank statements on daily and monthly basis.
- Keeping up to date record for all accounting transaction.
- Preparing monthly reports.(stock summary, payables, receivables ,expenses)
- Preparing Purchase order & follow- up.
- Handle preparation and maintenance of various books/registers viz. cash book, bank book, monthly trial balance, income and expenditure account to ensure smooth accounting operations
- Preparation, distribution and reporting process for payroll as per the guidelines prescribed by department of finance.

Al Hikma Building Contracting LLC – Dubai, UAE (OCT 2015 - AUG 2018) - Accountant

JOB RESPONSIBILITIES

- Processing invoices and performs reconciliations, issuing payments to suppliers.
- Preparation, distribution, and reporting processes for payroll as per the guidelines prescribed by Department of Finance
- Create new employee files & Process leave salary and ticket entitlement of employees.
- Manage current HR files and databases.
- Handle all processes related to within the Accounts Section related to generating salaries, benefits, full & final settlements (EOS) to all company employees and ensure they are disbursed timely and accurately as per the input provided by the HR & Administration Division.
- Initiate salary remittance to banks as well as the issuance of pay checks to company employees on a monthly basis.
- Maintain all payroll general ledger accounts and personnel budgetary balances for all company payroll accounts.
- Administers and processes all Petty Cash transactions within the parameters of policies and procedures

- Maintains the Petty Cash float.
- Handling daily attendance system.
- Maintain employee files and records in electronic and paper form.

Platinum Marine FZC, Sharjah – UAE (NOV 2011 – DEC 2014)- Accounts Executive / Sales Coordinator

JOB RESPONSIBILITIES

- Indulged in day to day accounting entries using Focus (Accounting Software),
- Preparation of sales bills to the party, bank reconciliation, reconciliation to the Debtors statement and coordination with Debtors for payment,
- Making sure that the products and services are supplied to customers on time
- Involved in the training of new sales staff.
- Carrying out extensive research for studying in detail about concerned client's products, target audience and objectives.
- Contributing towards creation of advertising concepts and campaigns
- Working in association with different departments for elevating productivity of the organization.
- Responsible for forecasting the market trends

Ministry Of Education (Maldives), Male (APR 2011 – OCT 2011)

Teacher - Accountancy

Dubai Gulf United Company - Kuwait (APR 2010 – MAR 2011) Accountant / Store Manager

JOB RESPONSIBILITIES

- Maintaining the books of accounts in most flawless and professional manner
- Managing markdowns, purchase orders, invoicing, cash reconciliation, and inventory control.
- Updating stock and evaluating customer buying habits through computerized sales data analysis.
- Accomplishing commercial goals by prudently organizing budgets, planning expenses, scrutinizing variances and instigating curative actions.
- Making certain availability of commodities by sanctioning contracts and keeping up catalogues.

Academic Profile

- Bachelor Of Commerce(B.Com)from University of Kerala, Trivandrum in 2002

Computer Skills

- Certificate in M.S. Office (Adept in MS Word, MS Excel, MS PowerPoint & MS Outlook Express)
- Accounting Package –Quick Books, Opticon, Focus, Tally

Expertise Skills

- Analytical skills – ability to analyze financial data accurately.
- Ability to communicate effectively with all members of the organization and clients.
- Good time management skills with an ability to plan ahead, anticipate requirements, problems and obstacles.
- High levels of administrative skill to aid personal organization.
- Attention to detail, prioritize jobs, sense of responsibility.
- Good interpersonal development skill with excellent mannerisms and client handling skills.

Personal Details

Date of Birth	: 01-05-1980
Gender	: Male
Linguistic Ability	: English, Hindi & Malayalam
Nationality	: Indian
Passport	: L 4984607 (Date of Expiry: 18-11-2023, Place of Issue: Dubai)

I hereby declare that the above information given is true to the best of my knowledge.

DATE:

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