

## **CURRICULUM VITAE**

### **SAVAD ASHRAF**

#### **ACCOUNTANT**

VISIT VISA

Dubai – U.A.E.

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#### **POSITION APPLYING FOR: ACCOUNTANT**

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#### **CAREER OBJECTIVE:**

Seeking a challenging and rewarding position in a progressive organization commensurate with my qualification and experience that will encourage me to give the best of my abilities to provide high quality services to the employer.

#### **PROFESSIONAL EXPERIENCES:**

##### **1) QUICK WAY TRANSPORT LLC, DUBAI, U.A.E**

#### **POSITION: ACCOUNTANT (2019 - 2021)**

##### **Responsibilities:**

- Reconciliation of suppliers and customers accounts.
- Primarily dealing with suppliers - account payable, reconciliation and payment on monthly basis.
- Maintain cash and accurately record cash transactions.
- Preparation of cash flow and fund flow statements.
- Bank reconciliation and other banking activities.
- Handling cash, cheque & credit card transactions.
- Audit schedule preparation.
- Handling petty cash disbursement for the business purpose.
- Vat calculation and return filing for FTA.
- Preparation of staff payroll with WPS system.
- Preparation of monthly closing activities.

##### **2) FOCUS WASTE RECYCLING LLC, DUBAI, UAE**

#### **POSITION: ACCOUNTANT (2017 - 2019)**

##### **Responsibilities:**

- Maintaining & follow up of all account payables & receivables.
- Analysis of different general ledger accounts regularly.
- Reconciliation of banks, creditors, debtors and intercompany accounts.
- Preparation and submission of VAT return on quarterly basis.
- Fund management, handling main cash and petty cash.
- Following up with suppliers for their payables.
- Preparation of payroll with WPS for over 150 employees.

### 3) SREE SHANKARACHARYA COMPUTER INSTITUTE

#### POSITION: ASSISTANT ACCOUNTANT (2016 - 2017)

##### Responsibilities:

- Reconciliation of all accounts.
- Preparation of journal and ledgers.
- Preparation of Financial Statements such as Profit & Loss Account & Balance Sheet.
- Maintain payroll system.
- Assisting chief accountants with administrative tasks.
- Vouching of accounting entries.
- Reporting of errors & frauds.

##### ACADEMIC QUALIFICATIONS:

- **Bachelor of Commerce** (University of Kannur, India).
- **Higher Secondary Education** (Board of higher secondary education, Kerala-India).
- **Secondary School Leaving Certificate** (Board of Public Examination, Kerala – India).

##### COMPUTER SKILLS

- **Experience in Tally ERP 9.**
- **Advanced working knowledge in M.S Office (Excel, Word, PowerPoint).**
- **Completed Diploma in Computerized Professional Accounting (Tally, Peach Tree, Tradesy, Focus, Quick Books).**
- **E-Mail & Internet applications.**

##### LANGUAGES KNOWN

English, Hindi, Malayalam (Mother tongue)

##### PERSONAL DETAILS:

Date of Birth	:	21/08/1996
Father's Name	:	Ashraf
Nationality	:	Indian
Marital Status	:	Single
Visa Status	:	Visit Visa
Passport No.	:	P5352205

##### DECLARATION:

I hereby confirm that all the above-mentioned information is true and correct to the best of my knowledge and belief. If given a chance to serve under your control I am assuring that I shall discharge my duties to the fullest satisfaction to my superiors.

[SAVAD ASHRAF]