

ACCOUNTANT

SUHAIL MOORI VALAPPIL

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CAREER OBJECTIVE

Seeking a suitable position in Accounts & Finance with a reputed organization, where my education and experience can contribute to the enrichment of myself and growth of the organization

EDUCATIONAL QUALIFICATIONS

- B.Com. (Bangalore University)
- Plus Two (Board of Kerala)
- SSLC (Board of Kerala)

IT SKILLS

- Thorough working knowledge in computerized environment
- Systems involving Microsoft Office Packages.
- Accounting packages – Tally ERP 9.

WORK EXPERIENCE

Organization	:	M/s. Al Aslaf General Trading LLC
Location	:	Dubai- U.A.E
Nature of Work	:	Computerized Accounting
Accounting Position	:	Assistant Accountant
Period	:	From 21/12/2019 to 30/09/2021

JOB PROFILE

- Compile and analyze financial informations and documents to prepare books of accounts and its finalization.
- Maintenance of Day Book and ledgers

- Maintain cash and accurately record cash transactions.
- Prepare Income Statement and Balance Sheet
- Preparation of Cash flow and Fund flow statements
- Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors and intercompany accounts
- Ensure General Ledger entries are accurate and are in line with Company Procedures & International Accounting Standards.
- Finalize Trial Balance with supporting schedules.
- Make daily expense entry and verify for VAT returns
- Upload and file the VAT returns on correct period basis
- Management of overall payroll administration. Ensure timely processing/payments of monthly payroll for staff and maintain strict confidentiality of all records relating to payroll. Processing of monthly payroll complying with local labor law.
- Assist in all the sales related activity of the company.

PERSONAL INFORMATION

Date of Birth	: 26.11.1992
Gender	: Male
Nationality	: Indian
Marital Status	: Married
Religion	: Islam
Languages Known	: English, Hindi, Arabic Malayalam
Passport No.	: M 4630213
Date of Issue	: 22-12-2014
Date of Expiry	: 21-12-2024
Passport Issue Place	: Malappuram

DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations.

Suhail Moori Valappil.