



WASIF P.A

ACCOUNTS OFFICER

CAREER PROFILE

A self-driven, open minded and proficient Accountant with a strong sense of dedication and commitment, and 4 years of UAE experience in accounts.

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EXPERTISE

ACCOUNTS RECEIVABLES

ACCOUNTS PAYABLES

ACCOUNTS FINALISATION

VAT FILING

BANK RECONCILIATION

ZOHO BOOKS

TALLY ERP 9

ADVANCED EXCEL

STRENGTHS / SKILLS

QUICK LEARNER

WORK UNDER PRESSURE

REPORTING SKILLS

ATTENTION TO DETAIL

CONFIDENTIALITY

TIME MANAGEMENT

LANGUAGES

ENGLISH-HINDI-MALAYALAM

PROFESSIONAL EXPERIENCE

Accounts Officer // Zener Marine Services LLC // Dubai



March 2020 - Present

- Mainly handling accounts of the Group Company, Zener One Net LLC
- Regular follow up of payments by mails and over the telephone
- Providing updated Statement of Accounts to all the clients as soon as new invoices are generated and also after receiving the payment
- Verifying all the invoices generated by the accountant before posting in the system
- Sending soft copy of invoices to all the clients on time
- Handling Accounts Payables
- Vendor Statement Reconciliation
- Preparation of Bank Reconciliation Statements
- Make sure that all the entries for the respective months are entered and posted before submitting the report to the Accounts Manager
- Reconciliation of Intercompany transactions
- Coordinating with Logistics & Service departments to ensure all monthly purchase bills & service reports are submitted on time
- Preparation of ageing report of debtors
- Sending Customer & Supplier Balance Confirmation as part of the Audit of Financial Statements

Accounts Executive // The Middle East Marine LLC //Dubai



August 2017 - October 2019

- Generating Sales invoices as soon as the Bunker Delivery Receipt (BDR) is received from the Operations department
- Regular follow up of payments with the customers by mail and over the telephone
- Maintaining Daily Collection Report
- Ensuring all the entries for the respective months are entered before VAT filing
- Assisting the Senior Accountant in the preparation of Profit & Loss Account and Balance Sheet by passing Accrual & Pre-paid Entries
- Supplier Statement Reconciliation
- Maintaining petty cash to cover daily minor expenditures
- Preparation of Bank Reconciliation Statement
- Salary processing
- Handling Supplier Payments
- Adjusting entries of Intercompany transactions

Accountant // Masco Motors (SML ISUZU) // Calicut



July 2013 - July 2017

- Documents financial transactions by entering accounting information
- Raising invoices; Vehicle's sales invoices, Spare parts sales invoices & Service invoices
- Entering purchase invoices only after getting signed confirmation from the stores department that all items are received as per the Purchase Order
- Coordinating with the stores department for stock reconciliation
- Maintaining petty cash to meet daily expenses
- Handling cash and cheques received from the customers
- Perform banking transactions like cash and cheque deposit
- Preparation of Bank Reconciliation Statement
- Handling of Accounts Receivables & Accounts Payables
- Sales Tax Filing or VAT filing
- Generating C Form for Inter-State Purchases
- Maintaining Employee Attendance Register
- Preparation of Payroll statement

ACADEMIC QUALIFICATIONS

MBA (Finance & HR) -June 2013

Anna University, Tamil Nadu, India

B.Com (Finance) -June 2011

Calicut University, Kerala, India

PERSONAL DETAILS

Date of birth: 14-12-1990

Marital status: Single

Nationality: Indian