

Resume

Rahul Chaturvedi



+971562401734



rahulchat22@gmail.com



Dubai, UAE.



Carrier Objective:-

"Highly focused and meticulous Accountant with an excellent employment record of accuracy and client satisfaction. Exceptionally discreet and ethical financial manager across a variety of banks and businesses. Able to work well independently or as part of a financial team".

Skills:-

• Account Analysis	• Bookkeeping
• Account Reconciliation	• Cash management
• Accounting Software – Tally	• Multitasking
• Accounts Payable	• MS Office
• Accounts Receivable	• Payroll

Professional Career: -

- Worked at Accounting firm handling accountancy profile for 2 Years
Position Held - Assistant Accountant
- Worked at Sigma Mobility General Trading LLC handling accountancy profile for 1 years in Dubai
Position Held – Accountant (Sep 2018 – Oct 2019)
- Worked at Sand Trax Tourism LLC handling accountancy profile for 10 months in Dubai
Position Held – Accountant (Nov 2019 – Present)

Work Experience:-

- Experienced in Bills Passing, Reconciliation with Bank, Party, Ledger Scrutiny.
- Manual & Computerized Accounting up to Finalization and Monthly & Yearly Trial Balance.
- Monitoring Payable & Receivable review and Finalize monthly collection report.
- Communicated extensively with customers to meet needs and resolve problems.
- Preparing compiling records of Sales Account, invoices & Cheque, Delivery Note.
- Generation of debtors report, evaluating customer's performance of Different outlets and its aging, comparison of monthly sales Vs collection and making final report to Management.
- Maintaining accounts payable account related to local and foreign supplier.
- Preparation of bank reconciliation statement every month.
- Making of various year end provision in records.
- Preparation of year end schedules related to financials.
- Preparation and analysis of daily management report.

Educational Qualification:-

QUALIFICATION	YEAR	UNIVERSITY
M.COM	PURSUING	DR. B.R. AMBEDKAR UNIVERSITY, AGRA
B.COM	2014	DR. B.R. AMBEDKAR UNIVERSITY, AGRA
CPT	2012	ICAI
HSC	2011	UTTER PRADESH BOARD
SSC	2009	UTTER PRADESH BOARD

Personal Details:-

- Date of birth : June 21, 1994
- Nationality : Indian
- Languages Known : English & Hindi
- Visa Status : Employment Visa
- Marital Status : Single

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Rahul Chaturvedi

(Applicant)

Dubai UAE