

MOHAMED UNAIS. E.K

2+ years experienced **ACCOUNTING PROFESSIONAL** with Bachelor degree in Finance and Accounting. Hardcore expertise in finalisation, reconciliation, budgeting and forecasting, cash flow statement, preparing financial reports, VAT filing, sales analysis and monitoring key accounts. Well versed in cash flow enhancement and managing accounts payables and accounts receivables thereby enhancing bottom line profitability of the organisations worked with.



GET IN TOUCH

Dubai, UAE

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EXPERIENCE

Aimzone Career and Skills International Pvt. Ltd
General Accountant (2018 - 2020)

Colour Baloon, Puthanathani
Assistant Accountant (1 Year)

- ✓ Financial operations with regard to financial accounting, **general ledger, trial balance, income statement and balance sheet.**
- ✓ **Tax computation and filling** on time.
- ✓ **Following up of receivables** after invoicing to debtors.
- ✓ Manage effectively **supplier's payments** and sign all journal entries and payment vouchers.
- ✓ Prepares and records asset, liability, revenue, expenses entries, **financial statements and other reports.**
- ✓ **Debtor and creditor reconciliations**, limit controlling and **following up for payments.**
- ✓ Preparation of various **reports for managers.**
- ✓ Inputting, matching, batching and coding of Invoices.
- ✓ Responsible for financial forecasting including **budgets and cash -flow.**
- ✓ Review all **petty cash** reimbursements for proper documentation.
- ✓ **Collects payments by accepting cash**, check, or charge payments from customers; making change for cash customers.
- ✓ Responsible for **sales analysis and evaluation of costs and margins.**
- ✓ Review and confirm **payroll related calculations** including deduction, staff benefits etc.
- ✓ Prepare **aging report** and analyses the **credit limit.**
- ✓ Resolving queries both internally and externally.
- ✓ Posting and allocating **daily receipts and payments** to accounting systems.

Nationality: Indian

Visa Status: Visit Visa

PROFESSIONAL SKILLS

PAYABLES AND RECEIVABLES



ACCOUNTS FINALISATION



PAYROLL AND WAGE



FINANCIAL REPORTING / MIS



BANK RECONCILIATION



VAT RETURN FILING



CASH AND PETTY CASH



MONTH END/ YEAR END CLOSING



BANKING TRANSACTIONS



CASH FLOW MANAGEMENT



BUDGETING AND PLANNING



INVENTORY MANAGEMENT



PERSONAL INFO

Gender: Male

Marital Status: Single

Languages: English, Hindi and Malayalam.

DOB: 03rd May 1998

- ✓ Providing **accounts information** to internal departments.
- ✓ Avoids **legal challenges** by complying with legal requirements.
- ✓ Preparing **Bank reconciliations** for bank accounts.
- ✓ Stock & store management, **inventory management, job costing, product pricing.**
- ✓ Completes **external audit and providing information** for auditors.
- ✓ Maintain **Accounting Documents** and Records, ensuring all files are up to date.

KEY SKILLS AND COMPETENCIES

- ✓ Good all round **Accounting, Finance, Taxation and Auditing Knowledge.**
- ✓ Financial **accounting & reporting, Profit & loss, balance sheet, trial balance, cash flows** (historical & forecasting).
- ✓ **Budgeting, planning and controlling**, prepare, analyze and interpret variance.
- ✓ Familiarity with **accounting software and programs.**
- ✓ Ability to present **complex financial data to a non-accounting audience.**
- ✓ Completing detailed **complex reconciliations** to tight deadlines.

EDUCATION



Bachelor of Commerce
Madurai Kamaraj University, India



HSE (Commerce) - Northwest
Accreditation Commission(2016)



SSLC - Board of Public
Examination, Kerala (2014)

CERTIFICATION



Professional Diploma in Shipping & Logistics
Centre for Continuing Education,
Govt. of Kerala (2018)



COMPUTER SKILLS

Tally ERP, Internet and Ms-Office.

KEY COMPETENCIES

ORGANIZING SKILLS



ANALYSING & REPORTING



PRESENTATION SKILLS



COMMUNICATION SKILLS

