

ASHIF VALIYAKATH ASHRUF

Mobile No: - +971 567155006

Email: - ashifva26@gmail.com

Dubai, UAE



OBJECTIVE

To attain the challenging posting in the related field to work in an organization where I can enhance my skills and contribute to the growth of the organization as well as I assure you that I will work with full of my sincerity and do justice my job and the organization.

PERSONAL SUMMARY

A confident, multi-skilled & capable assistant accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures. Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

PERSONAL DETAILS

Nationality: India

Gender: Male

Date of Birth: 27/02/1995

Passport No: K 1060479

Marital Status: Single

Visa Status: Employment (Transferable)

EDUCATIONAL ATTAINMENT

- ❖ Secondary School Completed.
- ❖ Bachelor of Commerce

COMPUTER SKILLS

- SAP FINANCIAL & CONTROLLING
- TALLY ERP9
- PEACH TREE
- M.S OFFICE, EXCEL
- VAT RECONCILIATIONS.

LANGUAGE

- ❖ English, Tamil, Hindi, and Malayalam

PROJECT

A Study of the Effectiveness of Labor welfare and Facilities (Feb 1 2016 to Feb 21 2016).

Work Experience:

1. Worked as an **Assistant Accountant** with Account services Society in Kerala India for 1 year.
 - ❖ Managed accounts payable, accounts receivable, and payroll departments.
 - ❖ Reported on variances in quarterly costing reports.
 - ❖ Prepared company accounts and tax returns for audit
 - ❖ Prepared annual company accounts and reports.
2. Worked as a **Cashier** in POS for 6 months.

General Administration / Data Entry Executive:

Experience (U.A.E) : (Detail as stated below)

Designation : **Document controller**
Company : **Al- Maya Groups (L.L.C) U.A.E**
Soft ware : **Oracle JD Edwards Enterprise One**
Period : **May 2017 onwards until now**

- ❖ Insert pricing , Insert customer details and account data by inputting text based and numerical information from source documents within time limits
- ❖ Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- ❖ Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- ❖ Research and obtain further information for incomplete documents
- ❖ Apply data program techniques and procedures
- ❖ Generate reports, store completed work in designated locations and perform backup operations
- ❖ Scan documents and print files, when needed
- ❖ Respond to queries for information and access relevant files
- ❖ Comply with data integrity and security policies
- ❖ Ensure proper use of office equipment and address any malfunctions.

RESPONSIBILITY

- ❖ Preparing sales invoices & the upkeep of an accurate accounts filing system.
- ❖ Preparation and input of month end journal vouchers.
- ❖ Inputting, matching, batching and coding of invoices.
- ❖ Debtor and Creditor reconciliations.
- ❖ Preparation of various reports for senior managers.
- ❖ Responsible for financial accounts including budgets and cash-flow.
- ❖ Supervising junior financial staff.
- ❖ Conversant with PAYE and VAT reconciliations.
- ❖ Proactively identifying business improvement opportunities.
- ❖ Fixed Asset accounting, reconciliations and depreciation journals.
- ❖ Ensuring that information is accurately collated & entered into systems.
- ❖ Preparation of bi-weekly invoice and expense claim payment runs.
- ❖ Assist in the preparation of monthly balance sheet account reconciliations.

SKILLS

- ❖ Good all round Financial Accounting Knowledge.
- ❖ Knowledge of Accounts Payable & Receivable processes and procedures.
- ❖ Experience in using SAP and other similar accounting systems. Strong Excel skills

DECLARATION

I hereby declare that above furnished information is true to the best of my knowledge I look forward to hearing from you in the near future.

ASHIF.V.A