



## VIRAL DHRUVE

Sharjah, United Arab Emirates (UAE)

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Date of Birth: - 03<sup>rd</sup> May 1988

Status: - Married,

Languages: - English, Hindi, Gujarati.

### PROFESSIONAL SYNOPSIS

- ☐ Institute Certified CCNA Networking Authorized Training Center, Bangalore -
- ☐ Post graduate with 8 years of experience in the field of **Accounts and IT in UAE.**
- ☐ With UAE Driving License No: - 700605.

### KEY SKILLS

- ☐ Follow ups on Payment Collection from 40 to 50 Customers on timely basis.
- ☐ Monthly Cash flow, Quartly Cash Flow and Yearly Cash Flow Prepare & Analysis.
- ☐ Maintaining Banking Reconciliations, Customer Accounts Reconciliations, Petty Cash, & Customer Data details etc...
- ☐ Good Mailing Skills & strong follow up with customer to release our payment -
- ☐ Customer LPO Analysis & evaluating / understanding of correct terms related to Sales, Installation (if any), Payment terms, Services, After Sales Services.
- ☐ Financial Accounting, Financial Analysis.
- ☐ Payroll, WPS System (Focus)
- ☐ Handling all the banking activities of a Company. (Cheque Deposited / Bounced Cheque)
- ☐ Applying Bank Guarantees, TR applications, Opening an Lc, etc...
- ☐ maintaining Books of Accounts in a very proper way & systematically.
- ☐ Reducing Expenses day by day analysis. (Petty Cash / Office Expense)
- ☐ Analysis the exact requirements of a customer related to our Products & Services.
- ☐ Year End Financial Closing activities & Audit with Team.
- ☐ Activities related to Information Technology (IT) & Procurement (Purchaser) –
- ☐ Good Negotiations Skills -
- ☐ Patiently, Dedicatedly and good Listener -

### IT SKILLS

- ☐ Computer Basics, Adobe, MS Office, Internet, Networking, ERP Software (FOCUS)

## PROFESSIONAL EXPERIENCE

**GAMA ENGINEERING FZC**

**FROM JULY 2012 to till date**

**Accounts / IT / Purchase**

### **Accounts Responsibility: -**

- ☐ Handling Customer Statement of Account (SOA) and reconciliation with our ERP Software.
- ☐ Handling Petty Cash / CASH Invoice's and Balance Sheet.
- ☐ Preparing Delivery Notes (DO) and Sales Invoice (SI) for customer-
- ☐ till end follow up with customer once we received acknowledgement (Signed) DO / SI copy.
- ☐ Accordingly, we will plan to collect our PDC cheque.
- ☐ Pass the Entry Post Dated Receive cheque in Focus -

### **Information Technology (IT) Responsibility: -**

- ☐ Handling full server room, & maintain properly and systematically neat and clean -
- ☐ New Laptop and System installation all software's / driver's, download application & assigning E-mail Address etc.
- ☐ Maintaining Online IP Phone's (MITEL) / Camera recorder, Fort iGATE 90 D device-
- ☐ maintaining daily ERP Software (Focus) backup, ZK Fingerprint data backup also -
- ☐ Good Typing speed in Laptop and System work.
- ☐ Reporting to directly Manager and Managing Director (MD) -

### **Procurement (Purchaser) Responsibility: -**

- ☐ Send the Purchase Enquiry to our supplier -
- ☐ Based on Preparing Project Costing Sheet and matching that price -
- ☐ Checking the old price data & comparison with new price also check material Data sheet.
- ☐ Interact with respective Team Leads & Managers to resolve issues of a highly confidential & Sensitive nature.
- ☐ making Purchase Order with negotiation (Discounted) amount only -
- ☐ till end follow up with supplier once material will receive at our office / Workshop -
- ☐ Or pass the entry in our ERP Software Purchase Voucher (PV)-

## **ACADEMIC CREDENTIALS**

Qualification	Institute	Year of Passing	Percentage
CCNA	Romman Inst.(Bangalore)	2010 - 2011	A+
BCA	Saurashtra (GUJRAT) University	2006 – 2009	A
12 <sup>th</sup> PASS	Saurashtra (GUJRAT) University	2005 - 2006	A

*I hereby declare that all the above information including my previous & present employment is correct at the best of knowledge & belief.*

Yours Truly,  
**[Viral Dhruve]**