



## GEORGE VARGHESE ACCOUNTANT

georgechettapalam@gmail.com  
+971 544023383

“Seeking a good position in a multinational company to utilize my skills and abilities acquired during my academic carrier and through professional experience, that offers professional growth while being resourceful innovative and flexible.”

### EDUCATION

**B.COM** from Govt. College Manathavady  
accredited by NAAC ‘A’ grade  
Affiliated to Kannur University  
(Academic year 2012 - 2015)

### KEY SKILLS

- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data .
- Maintained integrity of general ledger, including the chart of accounts.
- Completed ledger entries on a short schedule with nearly 100% accuracy.
- Negotiating the terms of business deal with client and suppliers.
- Controlling and monitoring Fund collection and distribution.
- General Math skills and Proficiency in IT with good communication and interpersonal skills.
- Deadline oriented & Confidentiality

### EXPERIENCE

**ACCOUNTANT GENERAL**  
**EAST WEST BUILDING CONTRACTING LLC.**  
**DUBAI, UAE**  
(2018 November 08 to till date)

- Preparing accounts and quarterly VAT submission
- Project wise billing based on the valuation from the site engineers
- Verifying and processing employee related payments
- Managing Companies bank accounts and preparing Bank Reconciliation statement.
- Monitoring receivables and collection follow up
- Account finalisation, budgeting, forecasting and reporting

**ACCOUNTANT**  
**OMAN GULF INDUSTRIES**  
(Certified with ISO 9001:2015)  
**MUSCAT, OMAN**  
(2016 April 17 to 14 May 2018)

- Ledger processes, account reconciliations and streamlining accounts.
- Overall evaluation and monitoring of complete purchase.
- Evaluated monthly sales report and presented findings to the manager for management decisions
- Streamlined analysis of financial data, increasing accuracy of our forecasted revenue projections.
- Negotiating and obtaining finance for Major projects.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Collaborate with auditors during audit processes.

### DRIVING LICENSES

- **Driving license of UAE**
- **Driving license of Oman**
- **Driving license of India**

## ACHIEVEMENTS

- Worked as MR (Management Representative) for ISO certification of Oman Gulf Industries.
- District level 1st prize winner & state level participant of SPEAK FOR KERALA in Wayanad district. Program conducted by FEDERAL BANK in association with MALAYALA MANORAMA.
- Participated in the State Level Youth Leadership Training Camp 'SAKARMA' conducted by KERALA STATE YOUTH WELFARE BOARD Under Govt. of kerala.
- Participated in commerce and management fest conducted by post graduate department of commerce, Government College Mananthavady.
- Participated as a delegate in the National Seminar on "Changing contours of micro finance institutions; A rural development perspective"
- Passed 'B', 'C' certificate of NCC (National Cadets Crops)
- Attended ten days camps held at KUTHUPAR-AMBA & CHIRAKKAL conducted by NCC

## SOFTWARE SKILLS

Tally ERP 9	<div style="width: 90%;"></div>
Focus	<div style="width: 95%;"></div>
MS Office	<div style="width: 90%;"></div>
Visual Basic	<div style="width: 30%;"></div>

## PERSONAL INFORMATION

 Kavunnukattil (H), Chettapalam (P.O), Pulpally, Wayanad, Pin: 673579 Kerala, India

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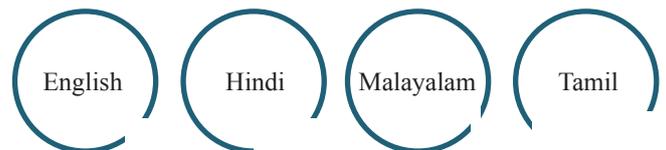
**DOB : 13 - 02 - 1995**

**Marital status: Single**

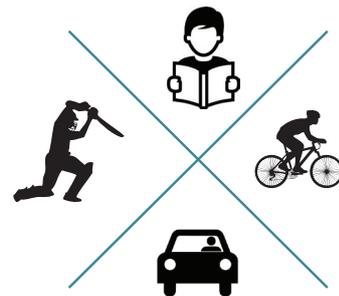
**Passport No. : M 5971308**

**Valid Up To : 03-02-2025**

## LANGUAGES



## INTERESTS



## DECLARATION

I, hereby declare that all the above mentioned information is true and authentic and all the references will be provided at your request. Thanking you and looking forward to your reply at the earliest convenience.

Sincerely

**George Varghese**