



*"Honest and professional contribution in achieving organizational goals with hard work and experience. As well as striving for constant self-improvement and value addition for self as well as for the organization worked for"*

# NAVAF MANNIL KADAVATH

ACCOUNTANT

## CONTACT

✉ Email:  
navafkadavath@gmail.com

☎ Mobile:  
+971- 545676850

📍 Current Location:  
Umm Al Quwain, UAE

## KEY SKILLS

Energetic Leadership Decision Making  
Excellent Communication Skills  
Forward thinking Analytic Skills  
Critical Thinking Interpersonal skills  
Problem solving ability

## STRENGTHS

- Interested to take new challenges
- Reliable and trustworthy
- Excellent management skills with ability to delegate and supervise
- Energetic and well physical condition
- High zone of tolerance and hardworking
- Excellent team worker



## EMPLOYMENT CHRONICLE

### ACCOUNTANT

9 Months

**BINHAMED REALESTATE INVESTMENT  
UMM AL QUWAIN**

#### Duties and Responsibilities:

- Gather and monitor financial data (e.g., sales revenues and liabilities)
- Prepare monthly, quarterly, and annual statements (balance sheets and income statements)
- Forecast costs and revenues
- Manage tax payments
- Organize internal audits
- Prepare budgets (for the entire company and by department)
- Monitor and report on accounting discrepancies
- Conduct detailed risk analyses to assess potential investments
- Analyze financial trends
- Perform month-end and year-end close processes

### ACCOUNTS CLERK

2012 - 2021

**MADHYAMAM DAILY**

#### Duties and Responsibilities:

- Verify the Bank reconciliation.
- Verify Sales and Purchase entry of clients
- Preparing quotations.
- Reconciliation of Daily sales Report
- Verify the petty cash & Cash transactions of day to day activity of clients
- Reconciliation of Debtor & Creditors
- Making Monthly Employee Salary and Incentive



## ACADEMIC CREDENTIALS

### BACHELOR OF COMMERCE

2012, 62%

- Calicut University

### HIGHER SECONDARY EXAMINATION

2009, 65%

- Kerala State Board

### SECONDARY EXAMINATION OF NIOS

2007, 68%

- National Institute of Open Schooling, New Delhi



## IT SKILLS

- Tally
- Microsoft Excel
- Microsoft Office
- Operating System: Windows XP/ Vista

LANGUAGES KNOWN

- English (R,W,S)
- Hindi (R,W,S)
- Arabic (R,W,S)

INTERESTS

- Reading
- Listening to Music
- Travelling



PERSONAL DOSSIER

D.O.B	:	11-Nov-1990
Nationality	:	Indian
Gender	:	Male
Marital status	:	Married
Religion	:	Islam
Passport No	:	K5368883
Place of Issue	:	MALAPPURAM
Date of Issue	:	29-10-2012
Date of Expiry	:	28-10-2022
Visa status	:	Employment Visa



DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge

NAVAF MANNIL KADAVATH