

**Personal****BUSINESS BAY, DUBAI (UAE)****+971-554954451**[salimsamg@gmail.com](mailto:salimsamg@gmail.com)

Valid UAE Driving License

**Statement****Basic details:** | 5 year's UAE work experience | Total 10 Years' Experience in Accounts & Operations |

| Accounts Receivables, Accounts Payable, Payroll, VAT |

| Experience in JD Edwards Oracle, Tally, Quick Books, Al Ameen &amp; customized software's and MS Office packages | Passport No: T3283845 | Visa Status: Employment |

**Languages**

Malayalam –

English &amp; Hindi -

Arabic -

Mother tongue

Proficient

Intermediate

**LATEST UAE WORK EXPERIENCE****1) COMPANY: DICON INVESTMENT LLC, POSITION: SENIOR ACCOUNTANT – A/R****DURATION: MARCH 2018 TO NOVEMBER 2021.**

- ❖ Daily Cash and bank reconciliation.
- ❖ Supervising the reconciliation of Various Cash Control Accounts like noqodi, CBD, GIT, Etc...
- ❖ Making the vendor (COS) payments as per the company's agreements.
- ❖ Computation of staff commission for payroll.
- ❖ Provide various reports to the management like revenue breakup, staff performance, etc...
- ❖ Finding out staff mistakes if any.
- ❖ Supervision of Jr. Accountant and Cashiers (12 Branches)
- ❖ Finalization of P & L account and balance sheet.
- ❖ Liable for VAT Filing with Federal Tax Authority.

**2) COMPANY: SENS STORY TRADING LLC, POSITION: FINANCIAL ACCOUNTANT****DURATION: MAY 2016 TO MARCH 2018**

- ❖ Costing of Imported Products.
- ❖ Finalization of P & L account and balance sheet.
- ❖ Dealing of Petty Cash.
- ❖ Making the vendor payments as per the company's agreements.
- ❖ Preparation of various MIS to the management.
- ❖ Reconciliation of bank accounts.
- ❖ Ensure sufficient bank fund and assisting the cash controller.

**3) COMPANY: HDFC HOME LOANS, POSITION: SALES OFFICER****DURATION: APR 2014 TO SEP 2015**

- ❖ Preparation & handling of sales contract with Sellers and buyers.
- ❖ Prepare customer's statements.
- ❖ Prepare monthly accounts of customer's receivables, advances and earnest money.
- ❖ Generate monthly achievement reports.
- ❖ Determine payment schedules with Credit Control Department.
- ❖ Initiate collection efforts to successfully boost collections.
- ❖ Investigate and resolve billing and account discrepancies by making customer account reconciliation.
- ❖ Manage and resolve customer enquiries.
- ❖ Identify seminar and speaking opportunities for company promotion
- ❖ Manage company confidential files.

**4) COMPANY: MAGMA FICORP LTD, POSITION: SALES SUPPORT****DURATION: JUN 2010 TO JAN 2013**

- ❖ Investigate and resolve billing and account discrepancies by making customer account reconciliation.
- ❖ Represent the company at seminars and trade shows.
- ❖ Manage and resolve customer enquiries.
- ❖ Identify seminar and speaking opportunities for company promotion.



<u>Course</u>	<u>University/ Board</u>	<u>Year of Pass out</u>
• M.Com (Master of Commerce) >>>	PRIDE	>>> 2014
• B.com (Bachelor of Commerce) >>>	University of Calicut	>>> 2010
• CPT & ITT >>>	ICAI	>>> 2012
• CMA (USA) >>>	CIMA	>>> ****



### Computer Skills

- MS Office Word, Excel, PowerPoint, Internet Explorer, Access and MS Windows & Outlook
- JD Edwards Oracle Accounting Software
- Quick Books Pro Accounting Software
- Focus ERP Accounting Software,
- Tally ERP Accounting Software,
- Al Ameen Accounting Software
- Wave Accounting Software

### DECLARATION



**DATE: 11-11-2021**  
**PLACE: DUBAI**