

## Senil Lambert Accountant

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### Objectives

To secure a position in the field of accounting that permits me to learn new methodologies while utilizing my skills and experience for the betterment of organization. I have excellent knowledge of finance & accounting procedures and also exceptional analytical & problem-solving skills & able to provide financial information to all areas of the business to work well under pressure. I'm also an ambitious individual who would like to have the chance to progress in a well-established organization. My academics and experience will prove that, I can be a well asset to any organization.

### Experience

#### **ORIENT PRINTING LLC (UAE – DUBAI)** **ACCOUNTANT (MAY- 2013 – JULY 2017)**

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

#### **DUTIES:**

- 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 MIS and cash-flow statements.
- Reconciliations and depreciation journals.
- Ensuring that information is accurately collated & entered into systems.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Inputting of supplier invoices and employee expense claims to the ledgers
- Issuing Delivery order, Receipt
- Issuing monthly Sales Report to Sales Executives

## **WEST INDIA PLASTIC TRADING COMPANY LLC (INDIA – KERALA)**

**ACCOUNTANT (AUG - 2017 – FEB 2020)**

### **DUTIES**

- Maintaining up to date accounts, Inputting, matching, batching and coding of invoices.
- Accurate ledger balancing of more than 400 customers
- Petty cash handling, Salary Calculations
- Monthly petty cash reports, EPF & ESI, Issuing Price list, Debtor list etc.
- Gstr1, Gstr 3B, Gstr Annual Return Reconciliations
- TDS returns, Kerala Flood Cess Calculations, Bank Reconciliations
- Maintenance of Accurate Stock, Accounts Payable & Receivable

## **REAL FRESH FOOD TRADING LLC (DUBAI – UAE) - FMCG**

**ACCOUNTANT (MAY – 2020 – Till Date)**

- Bank Reconciliation.
- Accounts Payable & Receivable
- GL Accounting
- Accounts Finalization
- Cash & Bank
- Audit Assistance
- Stock Accounting

### **Education**

- M.Com 2013 – 2015
- B. Com IT (Information Technology) 2009 – 2012
- DIFFA (Diploma in Foreign Financial Accounting) 2012 - 2013

### **Skills**

- 6 years of Experience in using Tally and other similar accounting systems
- Strong M.S Excel and Word skills.

### **Personal Details**

- UAE Driving License - Automatic
- Marital Status - Married
- Date of Birth – 19/02/1991
- Visa Status - Visit Visa, Ending – 16/02/2021
- Passport no – K3978577, Date of Issue – 07/05/2012, Date of Expiry – 06/05/2022
- Nationality - Indian