



**SAM JAMES**  
**Dubai, United Arab Emirates.**

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## **Objective**

Looking for a suitable position as Accountant to take my career growth further along with the development of the organisation.

## **Professional Profile & Value**

A highly knowledgeable accounting professional, with over 22 years of experience in managing accounts, willing to undertake a challenging opportunity in the fast paced environment.

Knowledgeable of weekly and monthly payrolls, reconciliation, invoice maintenance, budget control and payment management.

### **Areas of expertise:**

- Monthly Accounts Management
- Budgeting & Forecasting
- P&L Analysis
- Month End Procedures
- Customer Relationship Management
- Bank, Debtors & Creditors Reconciliation
- Day to day Administration service

## **Occupational Contour**

**Position: Accountant**

**Taurus Tech Trading L.L.C, Abu Dhabi, UAE**

**May 2019 to September 2020**

- Managing purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills & reconciliation of bank, debtors & creditors account monthly.
- Preparing reports on accounts payable and accounts receivable, and maintaining cash transaction & petty cash book along with day to day cash & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up, preparing of Tax invoices, Vouchers & Payments.
- Sales & Purchase total reconciliation of accounts calculating for VAT submission.
- Maintain salary register; prepare payroll reports (WPS).
- Responsible for administrative services including all aspects of HR management, shipment & payment management.
- Maintaining updated records of customer & distributor, visa processing, renewal of trade license, lease agreement and other government related documentations as deemed essential for the business.
- Ensure efficiency in the Company's Imports & Export Logistics System and Preparation of Landed Cost sheet
- Prepare weekly & monthly cash flow statement.
- Manage electronic funds transfer.
- Controls & monitor that the periodic maintenance of vehicles are carried out on time.

**Position: Fleet Assistant**

**Emirates Transport, Abu Dhabi from 22.05.2017 to 30.04.2019**

- Monitoring the daily collection.
- Periodic maintenance scheduling.

**Position: Accountant**

**Global Travel Services, Thiruvananthapuram  
03.03.2014 to 31.10.2016**

- Billing domestic & International Air Tickets, Tour packages, Visa & Insurance.
- Maintaining of Bank Accounts & subsidiary books.

**Position: Accounts Assistant,**

**Al Khaleej Printing Press, Manama, Kingdom of Bahrain**

**March 1998 to 31.01.2014**

- Purchase and maintaining suppliers account
- Preparation of Landed Cost sheet
- Posting Store Received Note, Material Issue Note & Material Return Note
- Match invoices with job order
- Arrange deposit to be delivered to bank.
- Follow up with Customers for the payment
- Preparation of reconciliation for the final audit
- Payroll Preparation

## **Academic Qualification**

- BSc (Cooperation& Banking) Completed

## **Personal Skills**

- Attention to detail
- Strong Communication & Interpersonal skill
- Pleasant Personality & ability to work under pressure.

## **IT Skills**

Operating Systems	: Microsoft Windows
Word Processors	: MS-Word
Spreadsheets	: MS-Excel
Accounting Software	: UNIX ®System V Release 4.0 & Tally ERP 9
Communication	: MS Outlook

## **Personal Profile**

- |                     |   |                               |
|---------------------|---|-------------------------------|
| • Date of Birth     | : | 20 <sup>th</sup> October 1970 |
| • Passport No       | : | M6566708                      |
| • Passport Validity | : | 22.02.2025                    |
| • Visa Status       | : | Visit Visa                    |
| • Joining Date      | : | Immediate                     |
| • Father's Name     | : | James David                   |
| • Marital Status    | : | Married                       |
| • Language Known    | : | English, Malayalam, Tamil     |
| • Driving License   | : | Indian, Bahrain & Dubai       |

**References:** Shall be provided on request

**Sam James**