

To the concerned,

Good day to you.

Myself an aspiring, young, dynamic **B. Com** degree holder graduated from one of the most reputed Universities in India and currently working as an **Accountant** in the general transport and trading company at Dubai, UAE.

Attached resume provides more details on my qualification and credentials. My practical experience and knowledge about **VAT filing and managing, processing financial reports** gives me confidence in my career direction and ability to perform competently in this role.

I am an aspiring individual to learn more for widening the scope of my knowledge and experience with an appetite for hard working. If given me a chance, I will prove to be a resourceful person. I am gifted with ability to grasp new responsibilities very quickly.

I sincerely hope that my credentials will be of interest to you.

Thanking you.

With Sincere Hopes & Expectations,

Sherfas Komath
+971 558687687



SHERFAS KOMATH

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GENERAL ACCOUNTANT

Dedicated and dynamic Accounting professional offering a strong ethic and determination to complete task in a timely manner. Precise, detail oriented with sound judgment and decision-making skills. Finance management and book keeper with **5 years of UAE experience** in accounts receivable, payable, financial and managerial accounting practices. Possessing **UAE Driving license** also.

AREAS OF EXPERTISE

- | | | |
|------------------------------------|------------------------------------------|--------------------------------|
| ✓ <i>Tally</i> | ✓ <i>Peach Tree</i> | ✓ <i>MS Office, Outlook</i> |
| ✓ <i>Problem Solving Skills</i> | ✓ <i>Quick books</i> | ✓ <i>Work Under Pressure</i> |
| ✓ <i>Ability To Meet Deadlines</i> | ✓ <i>Excellent Communications Skills</i> | ✓ <i>Inter-Personal Skills</i> |

QUALIFICATION & SKILLS

Educational Qualifications, Training and Personal Enhancement

Bachelor of Commerce.

Paramount Institute of Science and Technology, CMJ University, Kerala, India.

Higher Secondary Education.

State Board of Secondary Education, India.

PROFESSIONAL EXPERIENCE

Marshal General Transport Company LLC. (Dubai, UAE.) (March 2014-Present)

Established in the year 1980, Marshal is one of the leading companies in Dubai, engaged in Building Demolition, Earthworks, General Transportation, Scrap & Metal Trading etc. solely owned by a UAE national. Marshal have excellent reputation among our clients both National and Multinational, big and small consultants, constructors and owners/ companies

Responsibilities:

- Preparation of accounts up to finalization Value Added Tax - Track & Management Accounts Payable & Receivables Payroll Processing Financial Reports (P&L, Balance Sheet and EBITA statements) Bank Reconciliation Invoicing Petty cash handling Accounts Data Entry Book keeping & Filing Manage Dewa Billing, manage accounting functions including maintenance of General Ledger, Accounts Payable and Accounts Receivable; ensures accuracy, completeness and timeliness.
- Manages Value Added Tax accounting with proper monitoring.
- To ensure accountability and optimum level of cash availability, petty cash management &

disbursement for pre-approved amounts, monthly reconciliation of all bank account,

- Ensure the timely and accurate posting, balancing, and reconciliation of the General Ledger.
- Review and verify accuracy of vouchers, invoices, cheques, account statements, reports, and general ledger accounts with various registers; Prepare the monthly accrue list for financial statement preparation & business plans.
- Assisting in preparation of financial statement for annual audit.
- Assisting Finance & Admin Manager to ensure smooth running of business operations by preparing and executing invoice payments, assisting employee visa renewal process, processing staff expenses etc.
- Tracking and preparing Invoices.
- Maintain Personal files of employees.
- To provide daily support in the daily performance and operation, either corporately or on a project.
- Prepare office supplies and equipment purchase requisitions.

QUALIFICATION & SKILLS

Technical Software:

MS Office Word, Excel, PowerPoint, Publisher and Internet Explorer, MS Windows, **Tally, Quick books, Peach tree.**

Languages Known:

English (Read, Write, & Speak) **Arabic** (Read) **Hindi** (Read, Write, & Speak) **Malayalam** (Read, Write, & Speak)
Tamil (Speak)

Interests & Hobbies:

Swimming, playing cricket, listening to music & travelling.

PERSONAL DETAILS

Gender / DOB : Male / 20/May/1987
Nationality / Passport No./Visa Status : Indian / J9633344/Employment visa
Marital Status / Address : Married/ Dubai

***Supporting Documents and References will be provided on request.**