

# ASHLY ABRAHAM

## (M.Com-Finance)



### CONTACT

📍 Dubai, UAE  
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### TECHNICAL SKILLS

Exactus ERP .....  
Tally ERP .....  
MS Office Suite .....  
Visual basic .....  
HTML .....

### LINGUAL SKILLS

English .....  
Hindi .....  
Malayalam .....  
Tamil .....

### PERSONAL DOSSIER

Nationality : India  
DOB : 12 Nov 1994  
Address : Al Karama,  
Dubai  
Marital Status : Single

Visa Status : Visit visa  
Visa expiry: 06-11-2022

### CAREER SUMMARY

Master of Commerce (M.Com) specialized in Accounting & Finance –Nimble and Agile, accurate professional bringing 3 year of professional experience in Accounts Payable (A/P), Accounts Receivable (A/R), General ledger Accounting, Payroll Accounting, Bank Reconciliation, Tax Filing and analysis of Financial Statements.

### WORK EXPERIENCE

#### ACCOUNTANT ISLAND VALLEY ELECTRONICS, DUBAI (Dec 2019-Dec 2021)

- Performing day to day financial transactions: verifying, classifying, recording accounting information.
- Managing Accounts payables & receivables
- Invoice preparation.
- Bank & stock reconciliation.
- Handling day to day petty cash.
- Assisting account finalization.
- Assisting VAT preparation and filing.
- Passing bills of entry and applying for inspection of goods on Dubai Trade website.
- Working with Tally to record financial basic sales, purchase and journal vouchers as per FTA norms Calculating and checking to ensure payment amounts and records are accurate.
- Performing basic office tasks such as filing, data entry, answering phone calls and processing emails.
- Handling communication with clients and vendors via phone, email and in-person. Bank and stock reconciliation.

#### ACCOUNTANT/ AUDIT ASSISTANT

#### ANANTHAN & SUNDARAM CHARTERED ACCOUNTANTS ,INDIA (April 2018-April 2019)

- Accounting & Finalization of Kerala Minerals and metals Limited (Govt. of India Undertaking), Hindustan Newsprint Limited (Public Limited Company), Gramin Bank.
- Assisted in performing Internal Audit and Concurrent Audit have demonstrated consistent achievement of organizational & fiscal objectives leading to business development.
- Accounting & Consolidation of over 600 Cathedrals & 48 Schools under the CSI-South Kerala Diocese.
- Collaborated extensively with Auditors as well as

the Management from inception to finalization of accounts. Assisted with quarterly audit preparations and closing reports.

- Analyse Financial Management Systems & Procedures to ensure legal compliance.
- Extensive application of MS Excel and Tally ERP for accounting and finalising of Financial Statements of various public sector and private sector companies in India.

Employer Description: Ananthan & Sundaram Chartered Accountants, Trivandrum.

Well renowned Accounting & Audit firm based in South India established in 1979 empaneled with ICAI- ME F, RBI, State Govt., Nationalized Banks and Public Sector Units. Having 40 years of experience in Accounting, Book Keeping, Statutory Audits, Internal Audits, & other financial services. Head Office in Trivandrum & branches in Bengaluru, Chennai, Tirunelveli & Kovalpatti having 9 Chartered Accountants as partners.

## EDUCATION

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Master of  
Commerce **Finance (2017)**  
MG University, Kerala

Bachelor of  
Commerce **Computer Application (2015)**  
MG University, Kerala

## DECLARATION

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The above mentioned information is true and correct to the best of my knowledge and belief and will be sustained by relevant documents in original as and when required.

Ashly Abraham  
Place : Dubai