



RUVAIS.V
Doha, Qatar

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PERSONAL DATA:

Age : 33 years
DOB : 12-09-1990
SEX : Male
Nationality : Indian
Marital Status : Married
Religion : Islam
Passport No : W6589198
Visa status : Transferable visa

ACADEMIC RECORD

B.com (Computer) First class (70%)
(2009-2011)
[**university of Calicut**]
[GEMS Arts Science College Ramapuram]

SOFTWARE SKILL

- TALLY ERP
- PEACHTREE
- MS OFFICE TOOLS AND GOOGLE SHEETS
- BIZ ACC ERP ACCOUNTING SOFTWARE

LANGUAGES KNOWN: -

English, Malayalam
Arabic.

CAREER OBJECTIVE

As a skilled and experienced accountant, my career objective is to leverage my expertise in financial accounting and analysis to contribute to the success of an organization. My objective is to utilize my analytical and problem-solving experience to drive business growth.

WORK EXPERIENCE-1

TIP TOP FURNITURE PVT LTD , MALAPPURAM,KERALA,INDIA

- ❖ Currently employed as a **FINANCE EXECUTIVE** from 1 July 2018 to 30 September 2023 [5 years]

Work Profile

- Planning, organizing, and controlling financial resources.
- Keeping accurate records for all daily financial transactions
- Preparing and publishing timely monthly financial statements.
- Assist with internal audits and statutory audits.
- MIS reports to directors.
- Ensure account receivables and payables activities are performed accurately and timely.
- Preparing and issuing checks to creditors on the basis of the credit limit period
- Preparing and issuing checks to unsecured loan parties on the basis of the date of interest due
- Managing and controlling all online transactions, like salary payments and all statutory payments due dates

WORK EXPERIENCE-2

- ❖ **SENIOR ACCOUNTANT** from 1-4-2016 to 30-06-2018. [2 Year]

Work Profile

- Prepare financial statements (balance sheet and income statement).
- Assist in internal audits and statutory audits.
- Preparation and returns of VAT, GST, TDS, and income tax
- Reconciliation of bank, intercompany, principal, or supplier
- MIS reports to senior managers or directors.
- checking the whole accounts of the company regularly.
- Identifying the errors and helping the accountants correct them
- Preparation of LC (letter of credit), VBD (vendor bill discounting), and other E-filing process.
- Preparation of a salary and related works
- Regularly checking and reporting the outstanding balances of creditors or debtors
- Checking inter-firm transactions and inter-firm balances

WORK EXPERIENCE-3

❖ **BRANCH ACCOUNTANT** [Thrissur Showroom]: 27-11-2012 to 31-03-2016 [3 Year]

Work Profile

- Daily posting of various voucher entries in ERP. Match payments against invoices accurately.
- Submit daily reports for sales, collections, and bank deposits; weekly stock reconciliations
- Issue a monthly statement of accounts and invoices and do follow-ups for collections.
- assist with year-end closings.

COMPETENCIES

1. GOOD COMMUNICATION SKILLS
2. AMBITIOUS AND HARDWORKING
3. LEADERSHIP QUALITY
4. EMPATHATIC
5. VISIONERY
6. ENERGETIC
7. POSITIVE ATTITUDE
8. COURAGEOUS

REFERENCES

Mr. NOUFAL
ACCOUNTS MANAGER
TIPTOP FURNITURE PVT LTD. KOTTAKKAL.
Contact Details: +919747989800,9745924441

Mr. SULFIKAR ALI
Director
TIP TOP FURNITURE PVT LTD.KOTTAKKAL.
Contact Details: +919544782200,9821014061

DECLARATION

"I declare that the information provided in this resume is true and complete to the best of my knowledge and belief. I understand that any false statements or omissions may result in disqualification from employment or termination if already employed."

**Signature of the
candidate**