



Mr. Ageesh A.V

Accounts/Finance Professional

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VISA STATUS

Cancelled visa
(Immediate Available)

PERSONAL DETAILS

Nationality: Indian
Birth Date: 22nd March 1985

LANGUAGES

English

Hindi

Malayalam

LICENCE

UAE Driving Licence
Automatic Four Wheel

PROFILE

- ✓ Detail oriented **Accountant** with more than **9** years effectively maintaining accurate accounting for large scale financial organisation in UAE .
- ✓ Qualified with Master of Business Administration (**MBA Finance**)
- ✓ Proficient in computerized accounting **Tally Erp , SAGE-50, Focus , Peachtree, PETRA & MS Office** Applications.
- ✓ Efficient in handling accounting responsibilities up to finalization.
- ✓ Dealing with the preparation and submission of VAT returns on a Quarter basis
- ✓ Have excellent communication skills in English & Hindi.
- ✓ Can work under pressure & meet deadlines.
- ✓ Expert in handling people of diverse nationalities, and renowned for being an excellent team player.
- ✓ Strong background with manifested commitment to the organization's goals, ethics, professional standards and code of conduct.
- ✓ Possesses excellent planning, analytical & organizational skills and can work well independently.
- ✓ Valid UAE Driving License

PROFESSIONAL EXPERIENCE

FINANCE EXECUTIVE:

EFFICIENT AIR CONDITIONING INDUSTRIES L.L.C ,DUBAI INVESTMENT PARK -2 -FROM 2018 NOVEMBER -2023 JANUARY

- Monitoring bank balances & keep adequate funds for day to day activities
- Follow-up Credit customers on daily basis.
- Supervising and controlling of LC, LBD, Invoice Discounting, & Other Trade Finance activities
- Doing the bank reconciliation by daily & intercompany reconciliation on time
- Checking customer & suppliers outstanding & preparing statement to settle the due amounts
- Preparing petty cash vouchers & statements.
- Credit control and get the SOA for payables before making payment.
- Preparing age-wise Debtors and Creditors and follow up for payments.
- Monitoring and preparing all aspects of monthly pay Roll (WPS) and EoSB (End of Service Benefits).
- Preparing prepayment Schedules ,fixed assets registers & depreciations ,Journal Vouchers
- Preparing monthly financials like Trial Balance , Profit & Loss A/c, Balance Sheet & Other MIS Reports
- Monitoring all type of insurance & License Renewals

- VAT return filing as per FTA rules and compliance
- Keeping Scanned Copies of Vat Input Document's by Return wise
- Strong in interaction with Auditors for Finalization of Accounts
- Provide financial information to management for decision making & planning new strategies.
- Working out the plan for subordinates to lead the group for a healthy management.

II: GENERAL ACCOUNTANT:

Five Brothers General Trading LLC Dubai Investment park

(FROM 2014 APRIL-2018 October)

- Handling daily Cash, Cheques Deposits & withdrawals
- Checking daily collection of previous day & depositing the same amount in bank accounts.
- Accounting the receipts, payment, sales & purchase invoices of outdoors, petty cash, daily collection entries & posting other entries to keep the books of accounts up to date.
- Handled Accounts payables & Receivables
- Preparing Monthly Payroll Sheet of Employees
- Preparation of Monthly Bank Reconciliation statement
- Vat Management
- Preparing prepayment schedules, fixed assets registers & depreciations, Journal Vouchers
- Physical stock verification of outlets & reporting the difference to the management
- Preparation of monthly & annual Financial Reports.
- Coordinate with auditors and provide necessary reports / information, as required.
- Monitoring all type of insurance & License Renewals.

ACCOUNTS ASSISTANT:

Dhanya Auto Care Centre LLC, Sharjah

(Feb.2012-2014 March)

- Entering Purchase Bills , Recording Payments
- Checking credit invoices thoroughly, i.e. supplied parts should tallied with LPO receiver's signature, it's cost & sale price etc.
- Monitoring sale transactions & analyze the profit percentage of each outlet daily and also reporting if any invoice sold below cost
- Supporting sales person & purchaser
- To follow up with authorized signatories to ensure timely approval of payments.
- Maintains telephone and personal contact with attorneys, staff and vendors on receivable matters as directed by manager
- Preparing age-wise Debtors and Creditors and follow up for payments.
- Preparation of Monthly Bank Reconciliation statement
- Preparing Monthly Payroll Sheet of Employees.

EDUCATIONAL HISTORY

- Master of Business Administration in Finance (MBA Finance)
- Bachelor of Commerce B.com
(Calicut University)
- Plus Two Commerce
(HSE Kerela)

COMPUTER SKILLS

MS Office, Excel

ACCOUNTING PACKAGES :

Tally ERP 9.0

Focus,

Peachtree,

Sage ERP

Declaration

I here declare that the given details are correct and to the best of my knowledge and belief.

Ageesh A.V