



# AGEESH A.V

## Finance & Accounts Professional

Experienced and detail-oriented accountant with 9+ years of experience maintaining accurate accounting for large-scale financial organizations in UAE. Skilled in managing accounts payable and receivable, payroll preparation, cash management, bank reconciliation, cost control, project accounting, and UAE VAT preparation. Strong communication and presentation skills, able to work independently or as part of a team. Continuous learner, always seeking to enhance professional abilities.

### PERSONAL INFORMATION

Email : ageeshdas@gmail.com

Phone : 0568920267

- National : Indian
- Driving license : UAE
- DOB : 22nd March, 1985
- Material Status : Single
- Visa Status : Visit Visa (immediately joining)

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### EDUCATION

- Certification Pursuing CMA
- MBA Finance  
*Major in Financial Reporting, Auditing and Taxation*  
Completed in 2011
- University of Calicut  
*B.Com - Accounting | Business Law | Economics | Financial Management | Marketing*  
Completed in 2008

### PROFESSIONAL EXPERIENCE

#### ● EFFICIENT AIR CONDITIONING INDUSTRIES | FINANCE EXECUTIVE

*Nov 2018 – Feb 2023 | DUBAI UAE*

Key responsibilities:

- Ensure that all financial transactions are recorded accurately and on time, using appropriate accounting software and methods
- Monitor daily bank balances and ensure that adequate funds are available for day-to-day operations
- Oversee LC, LBD, invoice discounting, and other trade finance activities, ensuring compliance with relevant regulations and company policies
- Perform daily and intercompany reconciliations to ensure that all financial data is accurate and up-to-date
- Follow up with credit customers on a daily basis, prepare statements for outstanding amounts, and manage the credit control process
- Prepare monthly financial statements, including trial balance, profit and loss account, balance sheet, and other MIS reports
- Monitor and prepare all aspects of monthly payroll and end-of-service benefits, and ensure compliance with relevant regulations and company policies
- Monitor and manage all aspects of VAT return filing as per FTA rules and compliance, including keeping scanned copies of VAT input documents by return wise
- Interact with auditors for finalization of accounts and ensure compliance with relevant accounting and auditing standards
- Provide financial information to management for decision making and planning new strategies, and prepare age-wise debtors and creditors reports

#### ● FIVE BROTHERS GENERAL TRADING | GENERAL ACCOUNTANT

*April 2014 – Oct 2018 | DUBAI UAE*

Key responsibilities:

- Handle daily cash, cheque deposits, and withdrawals, ensuring accuracy and timely deposit of daily collections
- Maintain accurate financial records by accounting for receipts, payments, sales and purchase invoices of outdoors, petty cash, and daily collection entries
- Manage accounts payable and receivable to ensure timely payments and collections from vendors and customers

## ACHIEVEMENTS

- Successfully handled Letter of Credit transactions, resulting in a 100% accuracy rate and no incidences of non-compliance with regulations
- Implemented process improvements for invoice discounting, resulting in a reduction of processing time by 30% and increased efficiency in cash flow management.
- Successfully completed multiple external audits with no significant findings, demonstrating your ability to maintain accurate financial records and compliance with regulations.
- Received recognition from senior management for exceptional performance in managing LBD transactions, resulting in increased profitability for the company

## PROFESSION SKILL

- Financial reporting and consolidated accounts
- Payroll processing and labor law compliance
- Supplier invoice management
- Proficient in Excel, QuickBooks, and SAP to analyze data and streamline financial operations
- Skilled in specialized financial software tools, including Letter of Credit (LC), Invoice Discounting, LBD, and Factoring software
- Quarterly VAT returns filing
- Proficient in utilizing Tally software for accounting, inventory management, and financial reporting.
- ERP implementation as a core user

## LANGUAGES

- English
- Hindi

- Prepare monthly payroll sheets for employees and ensure timely and accurate payroll processing
- Prepare monthly bank reconciliation statements to ensure accuracy of cash balances and transactions
- Developing and managing cash flow projections, including managing bank accounts, negotiating credit lines, and monitoring cash balances
- Identifying opportunities to reduce costs and increase efficiency, including developing cost-benefit analysis for new projects or initiatives
- Manage VAT reporting and compliance with VAT regulations.
- Ensuring compliance with local tax laws and regulations, including preparing and filing tax returns, and coordinating with external tax advisors
- Prepare prepayment schedules, fixed assets registers, depreciation schedules, and journal vouchers to ensure accurate recording of assets and expenses
- Conduct physical stock verification of outlets and report any differences to management

### ● DHANYA AUTO CARE CENTRE | ACCOUNTS ASSISTANCE *Feb 2012 – Mar 2014 | Sharjah UAE*

#### Key responsibilities:

- Manage the accounting and financial management systems of the company, including entering purchase bills and recording payments accurately and in a timely manner
- Review credit invoices thoroughly to ensure that they match the LPO, have the proper signatures and cost, and are priced correctly
- Monitor sales transactions and analyze the profit percentage of each outlet on a daily basis. Report any invoices sold below cost to management and recommend corrective action
- Support the sales and purchasing teams in financial matters, providing guidance and assistance as needed
- Follow up with authorized signatories to ensure timely approval of payments and manage communication with attorneys, staff, and vendors on receivable matters as directed by management
- Prepare age-wise debtors and creditors and follow up on payments in a timely manner
- Generate monthly bank reconciliation statements to ensure account balances are accurate
- Prepare monthly payroll sheets for employees and ensure that all payroll-related taxes and deductions are accurately calculated and recorded

## SOFT SKILLS

- Tally ERP 9.0: Skilled in financial record-keeping, reconciliation, inventory, and reporting
- Peachtree: Experienced in bookkeeping, accounting, and analysis. Skilled in billing, invoicing, and reporting
- Sage ERP: Knowledgeable in financial management, planning, and supply chain.
- MS Office (Excel, Word, PP) – advanced level user
- SAGE accounting software
- Proficient in QuickBooks Online and Desktop

## PERSONAL SKILLS

- Attention to detail and accuracy
- Leadership and decision-making
- Teamwork and collaboration abilities
- Ethical and professional conduct abilities
- Adaptability and flexibility
- Initiative and self-motivation
- Strong communication and interpersonal
- Continuous learning and professional development