

ACCOUNTANT CUM STOREKEEPER (TWO YEARS EXPERIENCE IN UAE)



BASIL P BAVA

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DEIRA DUBAI

Objective

To pursue a highly challenging and a creative career, where I could apply my existing knowledge and creativity, acquire new skills and contribute effectively to the organization.

Personal Skills

Comprehensive problem solving abilities, excellent verbal and written communication skills. Ability to deal with the people Tactfully, Willingness to learn and Team facilitator etc...

Qualification

- BACHELOR OF COMMERCE(computer applications) kerala,India
- Computerised Professional Accounting course (CPA)
- Higher Secondary from G.H.S.S. Kerala, India
- S.S.L.C. from S.N.G.H.S.S Kerala, India

Computer Skills

SAP, Peachtree, Tally, MS office, Auto CAD



Experience



L.G.SHOPPE, S.G. & CO
KERALA, INDIA
(SEPT 2010-OCT2011)



AL BAYAN WATER LLC
DUBAI, UAE
(FEB2012-MAR 2014)



SUSIL ASSOCIATES
KERALA, INDIA
(APL 2014-MAR 2017)

Company : L.G.SHOPPE,S.G.&CO,THRISSUR-KERALA

Section : ACCOUNTANT ASSISTANT CUM CASHIER (SEPT 2010-OCT2011)

Responsibilities mainly includes-

- ☐ Organize and maintain financial records
- ☐ Examine statements to ensure accuracy
- ☐ Preparation of monthly schedules
- ☐ Compute taxes owed, prepare tax returns, ensure prompt payment
- ☐ Inspect account books and accounting systems to keep up to date
- ☐ Booking of invoices, Debtors follow up and creditor payment
- ☐ Assisting other works from Chief Accountant

Company : AL BAYAN PURIFICATION AND POTABLE WATER LLC.DUBAI

Section : STORE ASSISTANT (FEB2012-MAR 2014)

Responsibilities mainly includes-

- ☐ Load, unload and stack goods to and from delivery vans/trucks/containers.
- ☐ Identify and record any damaged, missing or faulty goods at the point of receipt/issuance and update
- ☐ Prepare stock transfer requests on a daily basis to replenish the issued stock.
- ☐ Support Storekeeper in receiving/dispatching consignments at the warehouse duly complying with the document
- ☐ Assist in updating stock records in ERP system.
- ☐ Maintain the assigned Material Handling Equipment promptly..
- ☐ Interact politely with customers/suppliers.
- ☐ Assist in other duties as and when required by the Storekeeper/Warehouse In charge

Company : SUSIL ASSOCIATES.(ACCOUNTANTS,AUDIT CONSULTANTS)

Section : JUNIOR ACCOUNTANT(APL 2014-MAR 2017)

Responsibilities mainly includes-

- ☐ prepare journal entries, payments ,receipts & cash/bank transactions
- ☐ complete general ledger operations
- ☐ draw up monthly financial reports
- ☐ prepare analysis of accounts as requested
- ☐ assist with end year closings activities
- ☐ administer accounts receivable and accounts payable
- ☐ prepare tax computations and returns & payments
- ☐ assist with payroll administration

Personal Details

Date of Birth	: 27/08/1988
Marital Status	: Married
Visa status	: Visit visa
Date of expire	: 02/10/2017
Nationality	: India
Language Known	: English, Hindi, Malayalam(native)
Pass port	: J 1499218

DECLARATION

I do here by declare that the information's are above mentioned are true to the best of my knowledge and belief.

Place :

Date :

BASIL P BAVA