

UNAIS.K

ACCOUNTANT

+971 508289249

unais5676@gmail.com



Objective

Accountant who is seeking a rewarding position with a progressive company where my experience and skills may be utilized to make a positive contribution to the organization. Ability to adhere to company policies and procedures in the areas of accounting and training individuals at every experience level.

Work Experience

Iyech Online Services PVT LTD - JULY 2020 to NOVEMBER 2021, JULY 2022 to Present.

Accountant

- Prepared book keeping and monthly confidential reports
- Bank Reconciliation and preparing accurate and informative statement
- Verification and Approval of all payment vouchers, sales invoices, purchase invoices before data entry and ensuring compliance and accuracy
- Updating and issuing invoices.
- Ensures timely delivery and collection of documents
- Updating Receipt and Payment
- Computerized data analysis
- Verifying party statement
- General office duties and administrative tasks
- Timely filing of GST and Ensuring GST compliance

Hexa International - 30 DECEMBER 2021 to 31 MAY 2022 (Temporary)

Assistant Accountant

- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
- Support the month end close process.
- Collect, Categorize, Calculate, Verify and Enter data to maintain accurate records
- Assist with VAT filings and returns.
- Accounts payable duties including receipt of invoices, coding for appropriate expense disbursement, data entry.
- Responsible for timely, monthly and annual closing by performing journal entries and reconciliations.

Education

BACHELOR OF COMMERCE - B COM

SIR SYED INSTITUTE FOR TECHNICAL STUDIES

06/2016 - 03/2019

SAP FICO

ALMIS ACADEMY

04/2020 - 09/2020

GOOGLE DIGITAL MARKETING

ONLINE COURSE

Skills

- MS OFFICE
- DATA ENTRY
- SAP FICO
- TALLY ERP 9

Projects

Customer Satisfaction towards Samsung Mobiles

(11/2018 - 02/2019)

Personal Information

Nationality : India
Date of Birth : 10th March 1998
Visa Status : Tourist Visa
Passport No. : P1501858

Interests

- Travelling
- Photography
- Sports

Languages

- MALAYALAM
(NATIVE)
- ENGLISH
(PROFESSIONAL)
- HINDI
(LIMITED)

Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge.