

FAHAD TV

ACCOUNTS EXECUTIVE



PROFILE

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AI Ghubaiba, Dubai

I have 5+ years of experience in diversified fields of Accounts and Finance in UAE and India. Now I am looking for a suitable position with a company which offers genuine opportunity for progression and where I can make a significant contribution.

SKILLS

- ERP
 - SAP ERP
 - Tally ERP
 - Odoo
 - Zoho Books
- MS Office Suite
- Internal Audit
- Payroll Processing
- Managing vendor accounts
- Reconciliation
- Budgeting & Forecasting.
- Corporate finance

EXPERIENCE

ACCOUNTS EXECUTIVE

Netscale Technology LLC - Dubai, UAE

2021 - Present

- Managing Accounts Payables & Accounts Receivables
- Prepare monthly Income statements, Balance sheets and Cash flow statements (both consolidated and segment wise)
- Prepare and send Statement of accounts to customers on monthly basis and bring any critical overdue clients to the attention of management and, if necessary, take corrective action.
- Preparing daily/weekly/monthly Sales Report, Banking Report, Customer and Bank Reconciliation.
- Managing and processing of Vendor Accounts & Payments
- Preparation and submission of VAT returns.
- Handling payroll functions of the company, including WPS processing.
- Assure bank deposit of all collected cash, Post dated cheques and Current dated cheques.
- Handling all Internal Auditing activities
- Invoicing

ACCOUNTS EXECUTIVE

Asian Paints Ltd - Kerala, India

2018 - 2021

- Accounts Receivables
- Preparation of Monthly Account Statements, Credit Notes, Debit notes and dispatch to the customer
- Daily follow up on payment

EDUCATION

M B A - HUMAN RESOURCES MANAGEMENT

Bharathiar University, Coimbatore

2019 - 2021

BACHELOR OF COMMERCE - FINANCE

University of Calicut

2015 - 2018

REFERENCE

Abdul Rashid - Manager

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Basheer M - Warehouse Manager

Asian Paints Ltd

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- Bank Reconciliation
- Generation of reports from SAP ERP such as - Accounts Statements, Outstanding Payment Reports, Sales Reports, Ageing Report, Credit notes & Debit notes
- Processed the Demand Draft for payment clearing.
- Check the credit limit and due payment for all customers and providing updates for approving orders on daily basis.
- Preparation of Overdue report, Aging report and send to sales team in weekly/monthly wise and follow up for the due payment.

PROJECTS

EMPLOYEE COMPENSATION

The project is done on continuation with the course (B COM).

The project is regarding the study of compensation of employees in Uniroyal Marine Exports Private Limited, Calicut, Kerala