




Noorudheen Kilayil

Accountant

Methodical accounting professional current on best practices, software tracking and documentation requirements. Expert in dealing with complex financial information and leveraging analytical techniques to maintain compliance. Attentive to details, trends in financial data and changing laws.

CONTACT

-  Dubai, United Arab Emirates
-  +971568591727
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CORE QUALIFICATIONS

- Full-cycle accounting
- Bank reconciliations and balancing
- Financial account management
- Report generation and statistics
- Account reconciliation
- Tax management
- A/P and A/R reconciliations
- Payroll processing
- Tax return filing
- Ms-Office
- Tally Prime Gold.

DECLARATION

- I hereby declare that the above-mentioned particulars are true to the best of my Knowledge and belief.

EXPERIENCE

Accountant

Star Cool Air, condition Spare Parts Trading Co. L.L.C - Dubai, UAE

- 06/2015 - Current
- Prepared quarterly tax returns (Vat)
 - Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
 - Generated financial statements documenting revenue, expenses and liabilities.
 - Reconciled monthly bank statements and resolved discrepancies.
 - Posted journal and ledger entries, prepared financial statements and reports and closed books.
 - Produced monthly and year-end closing statements, financial documents and invoices.
 - Modified comprehensive financial reporting package to reflect organizational growth and expansion.

Junior Accountant

Malabar Gold & Diamonds (Chavakkad, Kerala, India)

Malabar Gold & Diamonds (Kukatpally, Hyderabad, India)

- 04/2014 - 05/2015
- Created and maintained journal entries, maintaining exceptional accuracy throughout.
 - Reconciled bank accounts and credit card statements to address financial expenditures.
 - Posted accounts receivable payments made by cash, cheque or credit card payments.
 - Day closing both cash and weight (gold).

EDUCATION

2014

Certificate of Higher Education Indian & Foreign Accounting Academy of Professional Accounting - Calicut ,Kerala , India

2013

Graduation Bachelor of Commerce
Calicut University - India , Kerala, India

2010

Higher secondary Commerce
GVHS Thamarassery, Kerala - India