



CLINTON LEON

ACCOUNTANT

PERSONAL INFO

Phone

+971 505501803

E-mail

clintonleonacc@gmail.com

LinkedIn

[clinton-leon](https://www.linkedin.com/in/clinton-leon)

Nationality

Indian

Gender

Male

Visa status

Residential Visa

SKILLS

Knowledge of Accounting Practices

Proficiency in Accounting Software

Ability to Prepare Financial Statements

Ability to Analyse Data

Critical Thinking Skills

Time Management Skills\

Tally ERP 9 Prime Gold

KEY SKILLS

Tally ERP 9

Excellent

MS Office Word

Very Good

MS Office Excel

Excellent

MS Outlook

Very Good

PROFILE

Creative and self-directed professional with background in Finance and Accounting. Experienced Accountant with a demonstrated history of working in the Aluminium and Glass, Marble and Granite Industry. Skilled in Microsoft Excel, Tally ERP 9 prime gold, Microsoft Outlook and Accounting. Driven to work in a cross-functional, rapidly changing environment. Keen ability to lead, navigate, track, implement, and resolve through non-complex to complex initiatives. Self-motivated, energetic, team and individual contributor with the ability to work well in a cross-functional setting.

WORK EXPERIENCE (7 Years UAE Experience)

2016- 2022	❖ GENERAL ACCOUNTANT MAS ALUMINIUM & GLASS LLC DUBAI, UAE
2022- Present	❖ GENERAL ACCOUNTANT AL MEZOOON MARBLES & GRANITES IND LLC SHARJAH, UAE

DUTIES AND RESPONSIBILITIES

❖ General Accountant

- Manage all accounting transactions.
- Manage petty cash book.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

❖ Accounts Receivable

- Set objectives for the accounts receivable team that align with the accounting department's goals
- Monitor processing of invoices
- Ensure timely collection of payments
- Conduct credit checks
- Negotiate with clients in non-payment cases
- Prepare monthly, quarterly, annual and ad-hoc forecasting reports
- Organize records of invoices, bills and deposits
- Ensure high-quality invoicing and collection procedures that comply with the law
- Support Accounts Receivable Clerks on a daily basis and train new team members
- Ensure all team members follow the accounting

LANGUAGES KNOWN

English
Excellent

Malayalam
Excellent

Hindi
Good

Tamil
Good

❖ Accounts Payable

- Leads the month-end closing process.
- Uses popular accounts payable software.
- Records all accounts payable transactions.
- Follows accounting and tax laws and standards.
- Investigates accounts payable issues as needed.
- Builds relationships with vendors and colleagues.
- Sets the accounts payable departmental budget.
- Manages and trains accounts payable coordinators.
- Hires and onboards accounts payable coordinators.
- Ensures payments are made accurately and on time.
- Creates accounts payable processes and procedures.
- Familiarity with purchase order processes

❖ Payroll Accountant

- Oversee employee paychecks
- Calculate net salaries considering deductions and withholdings
- Ensure payroll and tax documents are accurate
- Update general ledger and payroll files
- Prepare accounting files, records, and schedules
- Monitor paid and unpaid leaves
- Process overtime earnings or holiday deductions
- Resolve payroll problems (e.g. overlooked bank holidays, late payments, etc.)
- Answer employee questions concerning payroll
- Participate in payroll audits
- Ensure compliance with governmental laws on payroll accounting and taxes

EDUCATION

2014-04-2016-04	MASTER OF COMMERCE Kerala University
2011-04-2014-04	BACHELOR OF COMMERCE Kerala University
2009-06-2011-03	HIGHER SECONDARY DHSE Kerala
2008-06-2009-03	SSLC Kerala Board of Public Examinations

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

CLINTON LEON