

ARSHAD TP

ACCOUNTANT

+971543330557
arshadtp92@gmail.com
DUBAI, United Arab Emirates



SKILLS

- Bank reconciliations and balancing
- A/P and A/R reconciliations
- Accounting and bookkeeping
- Tax management
- Account reconciliation
- Tax return filing
- Tally Prime
- Ms.Excell.
- Ms.Word

ADDITIONAL INFORMATION

- Date of Birth : 24-04-1992
Nationality : Indian
Father's Name : Basheer T.P
Visa Status : Resident Visa
Marital Status : Married

LANGUAGES

Malayalam: First Language

Hindi: C1

Advanced

English: C1

Advanced

EDUCATION

2015

University of Bharathiyar |

Tamilnadu, India

Master of Business

Administration(MBA): Finance

2013

University of Calicut | KERALA , INDIA

Bachelor of Commerce (B.COM)

SUMMARY

Passionate Account Executive with extensive experience across B2B and B2C industries. Pitches, negotiates and secures high-value contracts through focused client and account management. Sources and engages new business to grow portfolios and revenue.

EXPERIENCE

09/2017 - Current

STEELEX BUILDING MATERIALS TRADING LLC | DUBAI, UAE

Senior Accountant

- Generated quarterly financial reports to detail company revenues and expenses.
- Prepared quarterly tax returns and reviewed submitted documentation with auditors.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Reviewed and approved tax returns and departmental expense reports.
- Reconciled bank accounts and credit card statements to address financial expenditures.
- Communicated with internal and external auditors to coordinate scheduled audits and compliance reviews.
- Recommended alternative options for payment terms to accommodate client needs.
- Updated balance sheets with accurate asset and liability information.
- Prepared invoices based on contract terms and distributed to customers.
- Reviewed cashflow receipts and other expenditures documentation to compile income information.

04/2015 - 01/2017

SAVORY SEASHELL RESTUARANT | CHENNAI, INDIA

ACCOUNTANT

- Reviewed accounting methodologies to recommend financial actions and improve strategies.
- Collated information and generated data to enumerate financial status and developments.
- Fostered relationships with customers to expand customer base and enhance loyalty and retention.
- Produced profit and loss statements to balance spreadsheets and provide information to management.
- Evaluated account information to prepare asset, liabilities and capital account entries.
- Calculated, prepared and filed payroll taxes for clients.
- Reconciled monthly bank statements and resolved discrepancies.
- Generated financial statements documenting revenue, expenses and liabilities.