

ANSI RAJEESH

ACCOUNTANT



CONTACT



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Dubai, United Arab Emirates

KEY SKILLS

Accounting & Finance

Tax Preparation

Financial Reporting

Accounts Payable/Receivable

Bank Reconciliation

Payroll Management

International Accounting Standards

Data Management

General Ledger Accounting

Reporting & Documentation

Cash Flow

Problem-Solving/ Decision Making

Budgeting and Forecasting

CAREER OBJECTIVE

A dedicated accounting and finance professional with 3+ years of experience in various industries including automobile, insurance, trading, hospitality, and tourism. Proficient in handling a wide range of financial tasks including tax preparation, financial reporting, accounts payable and receivable, bank reconciliation, and payroll management. Skilled in organizing and maintaining financial records, ensuring compliance with statutory requirements and international accounting standards. Experienced in utilizing accounting software and computerized systems for efficient data management. Demonstrates excellent communication and interpersonal skills, with a proven track record of collaborating effectively with cross-functional teams to achieve organizational goals.

WORK EXPERIENCE

01 October 2021 – 30 November 2022

➤ **ACCOUNTANT - Automobile**

CB AUTO - ROYAL ENFIELD – CALICUT, KERALA, INDIA

Duties & Responsibilities

- Proficiently managed tax preparation and ensured accurate payment of taxes.
- Maintained crucial financial reports to monitor financial health and aid decision-making.
- Documented financial transactions meticulously for reference and auditing purposes.
- Conducted reconciliations of reports, statements, and transactions for accuracy.
- Collaborated effectively with auditors to facilitate the preparation of audit reports.
- Prepared necessary documentation for timely supplier payments.

July 2018 – January 2019

➤ **ACCOUNTANT - Insurance Company**

ORIENT UNB TAKAFUL PJSC (ALFUTTAIM GROUP) DUBAI

Duties & Responsibilities

- Supported finance department and senior accounting staff with diverse tasks.
- Recorded daily receipts accurately to maintain up-to-date financial records.
- Prepared documentation for timely supplier payments, ensuring smooth operations.
- Entered financial data into relevant software programs for efficient processing.
- Proficiently managed cheque issuance and cash handling procedures.
- Demonstrated expertise in accounting tasks such as JVR, RVB, matching, and unmatching.

EDUCATION

MASTER DEGREE (MCOM) -
FINANCE)

Calicut University, Kerala, India

TECHNICAL SKILLS

- Tally (ERP9)
- Peachtree
- QuickBooks
- MS Excel
- MS Word
- Microsoft Applications
- Internet & Email Management

PERSONAL INFO

Date of Birth : 08 June 1990

Gender : Female

Nationality : Indian

Marital Status : Married

PASSPORT DETAILS

Passport No : L28228465

Date of Issue : 07/03/2024

Date of Expiry : 06/03/2034

Place of Issue : Kozhikode

LANGUAGES KNOWN

English

Malayalam

Hindi

August 2014 – September 2015

➤ ACCOUNTANT - Trading & Stockiest of Food Items

BRAVIA INTERNATIONAL GENERAL TRADING LLC, DUBAI

Duties & Responsibilities

- Supported the Financial Manager in preparing accurate financial statements such as P&L accounts and Balance Sheets, ensuring compliance with statutory requirements.
- Managed day-to-day financial transactions and maintained computerized bookkeeping systems.
- Assisted in Accounts Payable & Receivable functions, ensuring timely processing.
- Contributed to Payroll and Management Reporting activities.
- Prepared detailed reports on bank transactions and cash flows on a daily basis.
- Maintained oversight of petty cash and reconciled accounts for individuals and departments.
- Ensured accuracy of General Ledger entries in accordance with Company Procedures & International Accounting Standards.
- Finalized Trial Balance with supporting schedules.
- Implemented effective controls for fixed assets and inventory management.
- Handled all aspects of bank transactions and reconciliation, including handling LC's (Applicant & Beneficiary).

April 2012 – May 2013

➤ ACCOUNTS ASSISTANT - Hotel & Tourism

PARK RESIDENCY, CALICUT, KERALA- INDIA

Duties & Responsibilities

- Organized and maintained paperwork, documents, and computer-based information efficiently.
- Managed inventory of stationery and equipment, ensuring availability for smooth operations.
- Handled day-to-day data entry operations for Accounts/Finance/Banking/Purchases/Sales documents.
- Maintained records of accounts payable and receivable, and prepared monthly statements.
- Prepared vouchers for cash, bank, and journal entries, ensuring accuracy.
- Generated Local Purchase Orders as required.
- Conducted monthly bank reconciliations to ensure accuracy of financial records.
- Reviewed general ledger and sub ledger entries prior to month-end closing.
- Prepared cheques on a weekly and monthly basis, verifying payables before issuance.
- Ensured timely and accurate filing of VAT, CST, TDS, and PT returns.
- Computed indirect taxes and prepared relevant returns, adhering to required formats for tax form filings.

DECLARATION

I do here by declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

ANSI RAJEESH