



FAYUM TANWAR

DUBAI

United Arab Emirates

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5+ Years of Experience in
India & UAE

ABOUT ME

I desire to join as "Accountant" a suitable position with an organization that has vision for growth and advancement. I'm carrying above 5 years of experience and knowledge at senior capacities, where I can utilize the best of my skills and abilities that fit to my education, skills and work experience a place where an encourage and permitted to be an active participant as well contribute on development of the company.

SKILLS

WORK

ACCOUNTS RECEIVABLE	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
ACCOUNTS PAYABLE	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
BALANCE SHEET	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
TALLY, SAGE & FACTS	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
GENERAL LEDGER	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
P&L STATEMENT	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

PERSONAL

COMMUNICATION	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
ORGANIZATION	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
TEAM PLAYER	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
HARDWORKING	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

FAYUM TANWAR

Payroll Accountant | AP & AR | Tally | Vat | Sage Evolution
| Facts ERP | SAP | MS Office

PROFESSIONAL EXPERIENCE

(Oct, 2020 – Till Now)

ACCOUNTANT & PAYROLL ACCOUNTANT

Top Link Contracting & General Transport L.L.C (Dubai)

- ❖ Managing Payroll system administration (WPS & Non WPS Salaries)
- ❖ Maintaining Accounts Receivable, Payable and General Ledger.
- ❖ Completing financial reports on a regular basis and reporting to the finance manager.
- ❖ Handling accruals and prepayments.
- ❖ Handle the Petty cash of the department.
- ❖ Makes adjustment or correction through by journal entry.
- ❖ Finalization of books of accounts.
- ❖ Maintain PDC Cheques and attention to make deposit near to date.
- ❖ Post the accrued schedule in the system.
- ❖ Arranging the site's manpower according to the project and prepare the accrual salary report including the overtime and availed leave and finalize the transfer amount for the WPS.
- ❖ Prepare cash and WPS salary for the employees on monthly basis.
- ❖ Post all the accrual salary, over time and availed leave in the system on timely manner.
- ❖ Reconcile the employee's salary statement and prepare the final settlement as per required.
- ❖ Prepare pay slips for the employees on monthly basis.
- ❖ Post all the payments in the software as per specified.
- ❖ Interacted with Senior Management in monthly closing as per requirement of financial accounting.
- ❖ Entering postdated payments in the cash flow for budgeting purpose.
- ❖ Prepare monthly and annual Sales Report.

(Sept, 2019 – Oct, 2020)

ACCOUNTANT

Grand Barbeque Buffet Restaurant L.L.C (Satwa, Dubai U.A.E)

- ❖ Reporting to General Manager.
- ❖ Management of receivables, payables, cash balances, and timely deposits of all funds and Prepare daily journal entries necessary to complete financial statements, including reports.
- ❖ Maintaining data entry and data analysis and preparing presentations and reports.
- ❖ Coordinate with supplier and customer and reconcile their statement in a timely manner.
- ❖ Establish all internal financial controls including purchasing, cash handling, disbursements, inventories, assets and employee records.
- ❖ Reconcile of all balance sheets, profit & loss accounts including bank reconciliation and clear all reconciling items on a daily/timely basis.
- ❖ Maintain VAT records and prepare VAT filling by quarterly FTA.
- ❖ Enter Sale and Purchase Transaction in software.

SOCIAL



(May, 2018 – Aug, 2019)

LANGUAGES

ENGLISH



HINDI



COMPUTER SKILLS

SOFTWARES

M.S. OFFICE



TALLY.ERP



SAGE EVOLUTION



FACTS ERP



MS WINDOWS XP



MS WINDOWS 10



GENERAL LEDGER



ACCOUNTANT

Arabian Source Manufacturing L.L.C (Ajman, U.A.E)

- ❖ Reporting to Senior Accountant & General Manager.
- ❖ Accounts payable & Accounts receivable) - Manage accounts payable (bill payments, salaries, petty cash etc.) and receivable through cash / Cheque / voucher in a timely manner.
- ❖ Maintain spreadsheets for monitoring and analyzing accounting data and prepare financial reports.
- ❖ Maintain and reconcile cash / financial accounts.
- ❖ Complete and coordinate annual audits and provide recommendations for improving procedures and systems for initiating corrective actions.
- ❖ All Petty cash, Monthly cash Ledger closing & Checks related entries.
- ❖ Petty cash reimbursement expenses.
- ❖ Fill up the Trust Receipt and letter of Credit form and maintain their file.
- ❖ Prepares tax accruals for company records and accounts.
- ❖ Prepare asset, liability and capital account entries by compiling and analyzing account information.
- ❖ Prepare payments by verifying documentation.
- ❖ Maintaining all invoices and records of it.
- ❖ Check, verifies and process invoices.

(Nov, 2017 – Feb. 2018)

ASSISTANT ACCOUNTANT

Trans Fast Building Contracting Co. (Dubai, U.A.E)

- ❖ Reporting to Senior Accountant.
- ❖ Update accounts payable and perform reconciliations.
- ❖ Assist with reviewing of expenses, payroll records etc. as assigned.
- ❖ Update financial data in databases to ensure that information will be accurate and immediately available when needed.

(Aug, 2015 – Nov. 2017)

ASSISTANT ACCOUNTANT

Shyam Lal (Chartered Accountant & Vat Consultant) India

- ❖ Reporting to Chartered Accountant.
- ❖ Prepare special financial report by collecting, analyzing and summarizing account information.
- ❖ Secures financial information by completing database backups.
- ❖ Confidentiality, Time Management and Data Entry Management.

PROFESSIONAL & ACADEMIC QUALIFICATIONS

- **B.COM Bachelor of Commerce, Jaipur National University India**
- **DOAP Diploma in Office Accounting & Publishing, at N.I.C.E (National Institute of Computer Education)**
- **Intermediate (Commerce), Central Academy Senior Secondary School.**
- **Matriculation, Central Academy Senior Secondary School.**

PERSONAL DETAILS

NATIONALITY:	INDIAN
DATE OF BIRTH:	17th JUNE 1996
MARITAL STATUS:	UNMARRIED
RELIGION:	MUSLIM
VISA STATUS:	EMPLOYMENT VISA, UAE

DECLARATION

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

FAYUM TANWAR