

**JASHIN BASHEER. K**  
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### **Synopsis**

Accounting professional over six years experience| MBA Graduate in Finance| Bachelor degree holder in accounting |General Accountant| Accounts Payable| Accounts receivable| Payroll| Petty Cash management| Inventory Controller

### **Career Objective:**

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

### **Employment History**

**1. Company : Extreme Water Sports, Dubai, UAE (Since March 2019)**  
**Designation : General Accountant**

#### **Duties/ Responsibilities/Knowledge**

- Generation of sales invoices and booking on the system
- Preparation of receivables report and follow with timely manner.
- Working as the custodian of petty cash and verify the transaction and pass the entries.
- Acting as the liaison between management and employees in payroll and other financial related terms.
- Preparation of VAT report on periodically and make the submission and payments on time.
- Ensure that all VAT related transactions are booked on time and verify the VAT reports are in accordance with UAE Tax law.
- Preparation of cheques to the suppliers and reconcile their accounts on timely manner to process their payment as agreed.
- Preparation of monthly salary report and payments to the employees on time.
- Monthly auditing of the inventory of Commodities and verify the stocks are in match with sales record, order the materials to fill the stock and recommend sales strategy based on the sales history.
- Financial reporting to the management.
- Passing Journal entries on transactions and close the books of account on monthly and annually.

**2. Company : Kapital Plywood (Feb 2017 to Feb 2019)**  
**Designation : Accountant**

#### **Duties/Responsibilities/Knowledge:**

- Manage all accounting transactions
- 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
- Support audit of financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

**3. Company : Rajab Cargo Services, Abu Dhabi – UAE (2015 to Jan 2017)**

**Designation : Junior Accountant**

**Duties/ Responsibilities/Knowledge**

- Documents financial transactions by entering account information.
- Updating accounts receivable, issue invoices, and follow up.
- Verify, allocate, and post accounting transactions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Prepares payment by verifying documentation, and requesting disbursements.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Secure financial information by completing data base back up.
- Support month-end, year-end close process.
- Support internal and external auditors to ensure compliance.
- Contribute to a strong client relationship through positive interactions with clients.
- Publish financial statements in time.
- Coordinate with cashier regards to petty cash expenses, analyzing and verifying bills, and allocate fund.
- Comply with financial policies and regulations.

**Education Qualification**

- **MBA in Finance & Human Resources– Bangalore University - 2011 to 2013**
- **B.COM- Bharathiar University – Coimbatore - 2008 to 2011**
- **Higher Secondary – Model School Abu Dhabi,UAE - 2006 to 2008**

**Technical skill**

- Specialized in **Sage 50/ Tally ERP9/ QuickBooks**
- Specialized in **MS-office**
- Vend Pos
- Online Payment Gateways

**Personal Details:**

Date of Birth	:	17-08-1989
Marital Status	:	Married
Known languages	:	English, Malayalam, Hindi, Tamil
Visa Status	:	Resident Visa
Availability	:	Immediately

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge. I am also confident of my ability to work in a team.

Jashin Basheer