

Arvind Daryani
(Seeking Accounts / Finance position)

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VISA Status: Cancelled Visa

Availability : Immediately available



Seeking position in the organization that provides advancement of opportunities and challenging work in a variety of financial disciplines & Accounts.

Synopsis

- Graduate with more than 10 years of experience in Finance & Accounting.
- Keen understanding and significant experience in managing accounts & audits for companies.
- Strong analytical & organizational abilities with adeptness in formulating accounting systems, preparing accounting records financial statements and auditing.

Professional Experience

M/s Opera Group – Dubai Nov’18 till Nov’20

Company Profile:

Opera Group is into Business of Textile Goods all over GCC and Middle East.

Manager- Accounts

- ❑ Preparation and supervision of daily Accounts and Finalization the same.
- ❑ Managing of routine fund allocation of all departments.
- ❑ Monthly reconciliation.
- ❑ Finalization of yearly Balance-sheet.
- ❑ Fulfill all Legal Requirements of the Company in timely manner.
- ❑ Preparing monthly MIS & submitting to Director.
- ❑ Quarterly Vat Review and Submission.

M/s Tosh Group – Dubai May’11 till Oct’18

Company Profile:

Tosh Group is a General Trading Company into Business of Textile Goods, Heavy Equipment’s & Electronics all over GCC and Middle East with the Personal Investment Portfolio in Real Estate.

Accounts Executive

- ❑ Handling all property Sale, Purchase, Rentals, maintenance, Documentation and legal requirements.
- ❑ Monitor collections and review Bank Account Statements on a daily basis along with Cash Flow.
- ❑ Monitor customer account details for non-payments, delayed payments, reporting bad debts to management.
- ❑ Collection follow - up with the customers.
- ❑ Verifying transaction of sale, purchase and expenses on daily basis as a part of Internal Audit.
- ❑ Liaise with Banks for Day to Day LC, Remittance and other Trade Transactions
- ❑ Fulfill the Financial Documents, such as Receivables & Stock Report requirements of Banks & Management.
- ❑ Negotiation Trade Finance Documents with the respective Banks.

- ❑ Fulfill all Legal Requirements of the Company in timely manner.
- ❑ Preparation of monthly debtors aging report for presentation to management.
- ❑ Handling Debtor's queries efficiently, professionally and in a timely manner.
- ❑ Coordinate approval process of all accounts payable invoice.
- ❑ Strong interaction with Auditors for Finalization of Accounts.
- ❑ Preparation of MIS Reports required by the management.

SPACE GROUP OF COMPANIES

OCT'08 to MAR'11

Company Profile:

Trading in Electronics & has Logistics Division. Logistics Division consist of clearing & Forwarding along with Transportation of Goods.

Accounts Assistant

- ❑ Preparation and supervision of daily Accounts and Finalization the same.
- ❑ Preparation of Monthly Accounts.
- ❑ Monthly reconciliation with branches and group companies.
- ❑ Finalization of yearly Balance-sheet.
- ❑ Preparing monthly MIS & submitting to Director.
- ❑ Handled Stock Audit.
- ❑ Handled all routine work up to the stage of preparing quarterly Balance-sheet.
- ❑ Handled all work related to preparing for final balance-sheet
- ❑ Prepare & discuss MIS for expenses on monthly basis
- ❑ Prepare fixed assets register
- ❑ Handled Audit.

Academic Credentials

Bachelor of commerce	RGET University, Pondicherry, India	2015
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Computer Exposure

- ❑ Accounting package –Tally and Other Customize Software's.
- ❑ Office Tools-MS-Excel, Word, PowerPoint & Working knowledge of Internet.

Personal Details

Date of Birth	: 18.11.1983
Marital Status	: Married
Languages known	: English, Hindi, Sindhi
Present Address	: 505, Fadhlani Building, Bur Dubai, UAE.

I hereby declare that all the information furnished above is true to the best of my knowledge.