

# CURRICULUM VITAE



**ANSAR P E**

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As an employee, to professionally contribute best of my technical skills and knowledge to the company in a professional environment through dedication and sincerity to the responsibilities and hence to the growth of the company. As an individual, to attain higher standards in terms of skills, knowledge, experience and to grow in career and financially.

## **POST APPLIED FOR – ACCOUNTANT ( MORE THAN 5 YEARS GCC EXPERIENCE)**

### **Profile Summary**

Total **GULF EXPERIENCE** of more than **5 YEARS** as an **ACCOUNTANT**, with expertise in **Manpower, Electro- Mechanical and Auditing Firm**. My educational qualification is **B.com Graduation** and doing **M.com(Master Graduation)**. I have good knowledge in **MS Office, Tally ERP 9** & some other Accounting software, and also have **Qatar Driving License** (Transferable to **UAE driving License**).

### **Professional Experience:-**

#### **❖ Experience: 1**

Company : Shams Al Sahel Tech.Cont.Co. Sharjah-UAE.  
Tenure : June - 2017 to March - 2019.  
Designation : General Accountant.  
Organization : Cont. & Manpower Company in Sharjah.

#### **❖ Experience: 2**

Company : Qatar Master Electro Mechanical Co. W.L.L, Doha – Qatar.  
Tenure : June-2012 to November-2016.  
Designation : Financial Accountant.  
Organization : MEP, Manpower & Electro Mechanical Company in Doha-Qatar.  
Clients : Hitachi Plant Tech., CCC, Siemens W.L.L, Samsung Techwin co. etc.

### **Responsibilities:**

- Updating of Ledger accounts in **Tally ERP 9** (General ledgers, sales ledger, purchase ledger etc.)
- Preparation of monthly receivable and payable payments.
- Preparation of monthly bank reconciliation.
- Ledger accounts reconciliation of suppliers & clients.
- Payroll preparation and processing of more than 300 employees using Tally ERP 9 software and excel.
- Preparation of monthly timesheets for all employees in excel.
- Preparation of sales invoices for manpower supply, Transportation services, Accommodation Expenses and material supply.

- Responsible for collecting funds from debtors.
- Managed vendor accounts.
- Checking of received bills and invoices from suppliers, make authorization for payment.
- Monitoring the preparation of time sheets of Suppliers and Overtime sheet of Employees.
- Preparation of annual financial statements and balance sheet of the business organization.
- Maintaining of petty cash in excel & tally.
- Maintaining of Assets details in excel sheet of the business organization.
- Entering new employees details (Employee name, designation, salary details etc.) correctly in tally software.

### ❖ **Experience: 3**

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Company : Combined Group Contracting (K.S.C.C), Abu Dhabi.  
 Project : C004 – Road and Infrastructure Facilities.  
 Tenure : Dec 2010 to April 2012.  
 Designation : Store keeper cum Accounts Asst.  
 Client : UAE ARMED FORCES (Command of Military Works).

#### **Responsibilities:**

- To make requisition the materials as per the instructions of Project Manager.
- To follow up the procurement / purchasing department for L.P.O
- To receive incoming materials, inspect and count them.
- To maintain complete up-to-date records.
- To maintain updated stocked data for stocked material in store.
- To respond all store concerning correspondence.
- To assist all Financial accounts related work as an Asst. Accountant.

### ❖ **Experience: 4**

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Organization : V.V Thomas & Co (Chartered Accountants).  
 Tenure : Jun 2008 to Nov 2008  
 Designation : Audit Assistant.

#### **Responsibilities:**

- Internal and statutory auditing of corporate organizations.
- Practical training in accounting of different types of organizations.
- Vouching & Verification of documents to be maintained as per statute.
- Preparation of Financial Statements & schedules.

### ❖ **Academic Profile:**

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- **M Com** from MG University (Continuing...)
- **B Com** Degree from the MG University (**2003-2006**)
- **Plus Two** – Commerce from Board of Higher secondary Examination, Kerala, India(**2001-2003**)
- **SSLC** from Board of Public Examination, Kerala, India -**2001**

### ❖ **Computer Literacy:-**

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- Knowledge of **Tally ERP 9**
- Knowledge of Microsoft Application word, Excel
- Knowledge of Internet Application

❖ **Driving License: Qatar (Transferable to GCC License).**

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Type of License : Light Vehicle  
License Number : 28635613185  
Issued Place : Qatar  
Issued date : 24-03-2009  
Expiry Date : 27-04-2020

**India**

Issued Place : India – Kerala  
Type of License : Light Vehicle License Number : 38 / 798 / 2005  
Issued date : 06-05-2005  
Expiry Date : 05-05-2025

❖ **Visa Status : Employment Visa**

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Date of Expiry : 30/05/2019  
Date of Issue : 31/05/2017

❖ **Personnel Profile:**

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Present Address : Star Building, Bank Street, Rolla, Sharjah- U.A.E  
Permanent Address : Panackaparambil (H), Thodupuzha East P O, Pin:-685585,Idukki Dist,Kerala , India.  
Sex : Male  
Nationality : Indian  
Passport No : No. H 6289238, Due on 08.04.2020  
Date of Birth : 05-01-1986  
Marital Status : Married  
Languages Known : English, Hindi, Malayalam, Tamil.  
Religion : Islam

❖ **Self Appraisal:**

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Highly motivated and strong dedication to work with a deep appreciation. I have confidents table to work all sorts of pressure, soft spoken, sincere, honest and methodical. I have attained enough courage and confidence to take up any responsibilities in the career line.

**Date :**

**Place: Dubai**

**Yours Faithfully**

**ANSAR P E**