

CANDIDATE NAME

EBINA AMBIKA



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CONTACT

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ADDRESS

Muweilah , Sharjah
UAE.

PERSONAL DATA

Nationality: INDIAN

Status : MARRIED

Religion : Christian

Visa Status: Husband Visa

UAE Driving License : NO

LANGUAGES KNOWN

English
Malayalam
Hindi

RESUME

A professional with diversified exposure as a General Accountant / Cashier cum Account Executive / Pay Roll & Auditing / Administration. A creative, flexible and innovative team player who is equipped to perform well both independently as well as with different management level. Possess special expertise in all accounting functions with organizational strategy and strategic business objectives.

COMPETENCY FORTE

- ✓ *General Accounting*
- ✓ *Pay Roll & Auditing*
- ✓ *Commercial Administration*
- ✓ *Management & ERP Skills*

➤ Over 2 years of rich and successful experience in the Accounts as an Accountant, Payroll and Admin Executive.

➤ Strong personal integrity, strong analytical ability, focused persistent effort and multitasking ability.

➤ Ability to work in a multi-cultural environment with all age groups and possess excellent communication and team building skills.

CAREER SNAP SHOT

2019 – Present: General Accountant and Payroll in TAHER & SONS LLC – An Oudh, Bakhoor & Perfume Manufacturing Company, DIP - UAE (Manufacturing Company)

2017 - 2018: Accountant and Tax Executive in THD INFRASTRUCTURE PVT LTD- INDIA (Authorized Construction Company)

2018 - 2019: RECEPTIONIST CUM ADMINISTRATION
JOSCO HOSPITAL, Alappuzha, India

JOB RESPONSIBILITY IN TAHER & SONS LLC – An Oudh , Bakhoor and Perfumes Manufacturing Company, Dubai – U.A.E .

Designation:

General Accountant

About the Company:

Taher and Sons LLC –Manufacturing & Trading Company, is a leading Perfumes, Oudh and Bakhoor Manufacturer with a wide network of across the UAE. . Under the brand name of taher&sons, the company operates in 5 countries (United Arab Emirates, Oman, Saudi Arabia , North Africa & India) from which it serves Gulf countries (UAE, Oman, Saudi Arabia, Kuwait, Qatar, Bahrain) .

Job Description

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Stock updating, stock production Entries.
- Physical stock verification, verify books stock items as per physical stock.
- Monitoring inventory transactions.
- Reconciling inventory accounts to the general ledger.
- VAT Computation.
- Creating and returning statements and documents by set deadlines.
- Cheques preparation and payment to Vendors.
- Sending periodic statement of accounts and ensuring invoices are reaching to their respective customer accountant's in-order to collect our dues on time.
- Ensuring the receivables ageing is in line with in respect of credit policies and procedures.
- Collection of PDC cheques for local based customers on time to strengthen the cash flow operations by discounting these collected cheques.
- Ensure Journal Ledger entries are accurate and are in line with Company Procedures & International Accounting Standards.
- Reconciliation of all accounts like bank reconciliation, party's accounts reconciliation, & stock reconciliation.
- Liaised with Back Office and Accounting Team on resolution and clearance of issues on matching of customer payments and reconciliation.
- Execute daily operations of monitoring and processing personnel leave, making travel arrangements for employees.
- Processing of Monthly Payroll ensuring error free on payouts through WPS.
- Liaise with the PRO for the Labour, Immigration and Trade & Commercial license issues.
- Managing Trade Finance Register for Export LC as follows:-
 - Responsibilities will include guiding the sub-ordinates in preparing required export documentation both pre and post shipment including reviewing letters of credit against contract prior to pre-drafting, ensuring amendments are received in a timely manner, obtaining and collating all documents required from third parties.
 - Preparing , checking and compiling required documentation for LC negotiation

EDUCATIONAL BACKGROUND

EDUCATIONAL QUALIFICATIONS

- Graduate in Commerce & Computer Accountancy (Bachelor of Commerce in Computers) in 2016, from Kerala University
- Acquired excellent knowledge of Tally ERP 9 , Microsoft Windows and Microsoft Office Products

SOFTWARE SKILLS (WORKING ABILITY)

- DMS (Dealers Management System)
- PEACH TREE
- QUICK BOOKS
- TALLY ERP 9
- Microsoft Office (Word, Excel, Outlook, PowerPoint)

***Supporting Documents and References will be provided on request ***