

## **CURRICULUM VITAE**

### **UBAID PP**

#### **Accountant**

Phone: +971 56 1875089

Email: [pubaid813@gmail.com](mailto:pubaid813@gmail.com)

Sharjah, U.A.E

Visa Status: Visit Visa



#### **OBJECTIVE:**

To secure a challenging position in the field by utilizing my training and job experience that will help me to build a career, explore myself fully and realize my potential.

#### **EXPERIENCE:**

**Organization : MUHAMMED SALI & ASSOCIATES, CHARTERED ACCOUNTANTS**

**Position Title : ACCOUNTS ASSISTANT**

**Duration : 1 Year**

#### **Duties & Responsibilities**

- Preparation of Audit Work and Audit Reports
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Responsible for the general accounting function including preparing journal entries, maintaining ledgers and accounts.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Maintain Journal Entries ,Purchase, Purchase order, Sales, Sales order , Quotations, Receipt and Payment with Physical Documents of Client
- Expertise in preparing of weekly Bank , Cash positions & Cash Budget statement
- Experience in handling of petty cash
- Experience in preparing and reviewing delivery noted and invoices
- Experience in controlling debtors & creditors and preparation debtors & creditors outstanding list and reporting to management.
- Verify and Inspect accounts receivable and payable ledgers and general ledger for its accuracy
- Maintain Bank Reconciliation Statement
- Assist in Preparation of Financial Statement
- Preparation of payroll
- GST Return Filing Monthly & Quarterly
- Income Tax return filing

## **EDUCATION:**

- **Master of Commerce (MCOM) - Pursuing**  
Indira Gandhi National Open University (IGNOU) – Delhi, INDIA
- **Bachelor of Commerce (BCOM)**  
Kannur University – Kannur, Kerala, INDIA
- **Indian & Foreign Accounting (Tally ERP 9,Quickbooks,Peachtree)**

## **COMPUTER SKILLS:**

- **Tally ERP9** (Journal entry ,Stock Item Creation, Payroll, Bank Reconciliation, VAT/GST, Manufacturing Entries, Financial Statement, etc.)
- **MS Office ( Word, Excel , Power Point)**
- **QuickBooks, Peachtree**
- **Certificate in Typing**

## **ROLES AND RESPONSIBILITIES:**

- Strong working knowledge in preparing end month reconciliations
- Strong ability to ensure timely processing of payments and reconciling daily collections
- Strong expertise in maintaining books of original entries, preparing payroll, and processing suppliers' invoices.

## **TECHNICAL SKILLS AND STRENGTHS:**

- Ability to function on multidisciplinary teams.
- Understanding of professional and ethical responsibility.
- Ability to rapidly build relationship and set up trust.
- Passion and dedication to work.
- Punctuality, Disciplined and Hard work.

## **PERSONAL INFORMATION:**

Date of Birth : 05-09-1998  
Nationality : Indian  
Marital Status : Single  
Languages Known : English, Hindi, Malayalam & (Arabic - read and write)  
Address : Rolla, Sharjah, U.A.E

## **PASSPORT DETAILS:**

Passport No : R6169269  
Date of Issue : 30-01-2018  
Date of Expiry : 29-01-2028  
Place of Issue : Kozhikode

## **DECLARATION:**

I do here declare that all the information provided above is correct and true to my knowledge and belief.

**UBAID PP**