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| **D:\pics\my pics\New folder\sha2.jpg****Personal Data:**Date of Birth: 24/07/1991Age: 27Sex: maleNationality: IndianMarital Status: Single**Contact No:** **+971547802293****E-Mail: shamnadaliyar2@gmail.com****Address:**Poovathumchottil(H)Cheruvattoor P.OErnakulum DISTKeralaPIN: 686691**Current Address:**Al MutheenaDeira, Dubai UAE**Passport Details :**Passport No : L6965218Date of Issue : 30/12/2013Date of Expiry : 29/12/2023Place of Issue : Cochin  Kerala, India | Objective **Finance Professional with 4 years of experience in Bank A/c Management, AP/AR, Internal auditing, general accounting functions, Preparing financial Statements, office management. Seeking a long-term opportunity where my professional experience and abilities would be valuable to the growth of my employer and myself.** **Professional Graph** * **Claridge Hotel LLC Dubai. UAE**

 **Working as an Accountant from August 2017 onwards*** **Igloo Ayurvedic Resort Munnar India**

**Worked as an Accountant From 05/01/2015 to 31/07/2017** * **Vivanta By Taj Malabar Cochin India**

 **Industrial and Management Training 05/06/2014 to**  **25/12/2014**Core Competencies * **Skilled in all aspects of recording transactions, posting debits/credits, reconcile accounts P/L, Balance Sheet, Financial reporting, and ensuring accuracy and completeness of data**
* **Possess skills in managing accounts receivables/payables, issue of sales invoice’s and payroll**
* **Hands on Experience in TALLY 9 ERP (Also previous versions).**
* **Experience In Hospitality Software-IDS**
* **Excellent MS Excel, MS Word skills.**
* **Good communication, interpersonal and analytical skills.**

**Area Of Experience** :

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| * **Account Reconciliation**
* **Month-End-Closings**
* **Statutory Obligations**
* **Financial Statement**
 | * **Accounts Payable/Receivable**
* **Cash Flow Management**
* **Office Management**
 | * **Inventory Management**
* **Internal Auditing**
* **Payroll**
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Education * **M.B.A from Punjab Technical University 2014**
* **Graduation (B.Com) From Mahatma Gandhi University Kottayam In 2012**
* **10+2 From Kerala Board of School Education Thiruvananthapuram In 2009**
* **Matriculation From Kerala Board of School Thiruvananthapuram Education In 2007**
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| **Job Profile:*** **Primary responsibility includes all accounting transactions of the firms up to finalization.**
* **Monitoring Daily Transactions, Receipts and Payments Bank Reconciliation and fund allotments’ to suppliers.**
* **Reviewing and Submitting Monthly Balance Sheet/P&L/Financial Reports to the Management for decision making.**
* **Management of A/P–A/R, ageing analysis and follow-up regarding collections and payments, monitor and maintain the Company's Credit control policies for Receivables.**
* **Preparation of pay rolls**
* **Effectively Improved processes in relation to internal audits compliance.**
* **Preparation and fulfilling the entire statutory Obligation as VAT, Municipality Tax, Audit, Tourism Dirham.**

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|  Languages Known: * **English**
* **Hindi**
* **Tamil**
* **Malayalam**

Declaration:**I hope you find this RESUME of interest to you and, as a young and energetic candidate, if given an opportunity to build a career in your organization; I shall prove myself worthy of your consideration and assure you that I will perform my duties with great interest, honesty and dignity. Your earliest consideration will be highly appreciated****Deira,Dubai Shamnad Aliyar** |

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