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| **D:\pics\my pics\New folder\sha2.jpg**    **Personal Data:**  Date of Birth: 24/07/1991  Age: 27  Sex: male  Nationality: Indian  Marital Status: Single  **Contact No:**  **+971547802293**  **E-Mail: shamnadaliyar2@gmail.com**  **Address:**  Poovathumchottil(H)  Cheruvattoor P.O  Ernakulum DIST  Kerala  PIN: 686691  **Current Address:**  Al Mutheena  Deira, Dubai  UAE  **Passport Details :**  Passport No : L6965218  Date of Issue : 30/12/2013  Date of Expiry : 29/12/2023  Place 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** :   |  |  |  | | --- | --- | --- | | * **Account Reconciliation** * **Month-End-Closings** * **Statutory Obligations** * **Financial Statement** | * **Accounts Payable/Receivable** * **Cash Flow Management** * **Office Management** | * **Inventory Management** * **Internal Auditing** * **Payroll** |   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** |
| **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.**  |  | | --- | | 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** | | | |