

PROFILE

To utilize my organizational skills, educational background and abilities for confronting challenges of a demanding position thereby surpassing expectations of the organization and expanding my knowledge and capabilities.

Work Experience

09-2015| **Accountant**

07-2012| **GAMMA FIRE FIGHTING LLC - DUBAI**

- Preparing daily, monthly and annual accounts.
- In charge of accounts receivables, including reconciliation of client ledger on monthly basis, issuing credit notes with approvals and submit daily status report to the management.
- Reconciliation of bank, cash book and cash flow statement.
- Review of projects payments data received from payable account on monthly basis for cash flows.
- Setting up of petty cash procedure to minimize errors and to monitor & record the cash expense and cash receipts.
- Setting up of internal inventory control for more accurate stock control.
- Supervise and review monthly payroll & WPS preparation and ensure timely disbursement of salaries.
- Issue sales report on weekly basis.
- Preparation, validation and submission of monthly and quarterly vat returns.
- Preparation of purchase orders and monitoring delivers/ dispatch of goods. Assessed and closed A/P sub-ledger on monthly basis
- Preparation of bank transfers, customer's payments and maintaining accounts payables and preparing reports as and when needed to the management.
- Posting of bank receipts, payments, sales, purchases, petty cash and post-dated cheques.

10-2019| **Accountant**

10-2015| **THE OXFORD SCHOOL - DUBAI**

- Preparing the school's annual budget and updating when needed.
- Assisting in producing annual audit and liaising with all parties involved.
- Preparing income and expenditure report according to DFE financial regulations and preparing account for the submission.
- Producing monthly report to the director, head teacher, and finance committee.
- Maintaining and overseeing all bank account including school debit card, completing monthly reconciliation and reporting banking errors to line manager.

Amjath Khan T A

Accountant



Personal Info

Address:

Jumeirah 03, Beach road
Dubai.

Phone:

+971-52-76-80-757

Email:

amjatk772@gmail.com

UAE D/L No:

3691693

Nationality:

Indian,Kerala

Gender:

Male

Languages:

English / Malayalam / Hindi

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* 6 years' experience in UAE
* Holding UAE driving license.

*Still working, Drive Rent a Car LLC-Dubai.

Still Working - Accountant
| DRIVE RENT A CAR LLC - DUBAI

- Consistently input daily financial transactions and accounts receivable data to finalize the posting process.
- Make sure accounts receivable/accounts payable are processed promptly and properly.
- Ensure auto dealership transactions are accurately recorded in all general ledgers.
- Perform bookkeeping duties including maintaining data on financial statements, reviewing bank reconciliations, and more.
- Preparation of Quotation for clients and follow up for order conformation.

| Accountant
| INDUS MOTOR PVT.LTD. - KERALA

TECHNICAL KNOWLEDGE

- Tax & Accounting practitioner
- Tally 9.0
- Networking Diploma
- Knows Quick Books, Odoo, orison and Inventory software's.

Educational Qualifications

- Business Administration, Corporate & Finance
- Tax & Accounting
- Board Of Higher Secondary
- Secondary School Leaving Certificate

Other Qualifications & Activities

- Excellent knowledge in Microsoft packages (MS Word, MS Excel)
- Good Communication skill
- Travel Accounting
- Cricket, Football and Volley Ball

I hereby certify that the above details are true and correct for the best of my knowledge.

Place: Dubai, UAE

Amjath Khan TA