



Results-driven Senior Accountant with 10+ years of experience across the UAE, Oman and India, with strong expertise in logistics, production and retail environments. Experienced in end-to-end financial accounting, monthly MIS reporting, month-end closing, audit finalization, UAE VAT compliance, cash flow management, accounts receivable and payable, bank reconciliation, payroll/WPS, financial reporting and internal controls. Skilled in preparing management reports, analyzing financial performance, coordinating audit requirements and improving finance processes. Proficient in Tally ERP 9, Logi-Sys, Real Soft and Microsoft Office.

CORE COMPETENCIES

Financial Accounting & Reporting Monthly MIS Reporting Month-End & Year-End Closing UAE VAT & FTA Compliance

Audit Finalization & Audit Coordination Profit & Loss Analysis Accounts Payable & Accounts Receivable Payroll & WPS

Cash Flow Management Bank Reconciliation Inventory Control Cost Accounting General Ledger Management

Budgeting & Forecasting Financial Analysis Management Reporting Internal Controls Regulatory Compliance

PROFESSIONAL EXPERIENCE

Senior Accountant Vibrant Freight LLC

01/2023 – Present | Dubai, UAE

- Manage the full cycle of daily financial transactions, ensuring accuracy, completeness and compliance with company policies and applicable regulations.
- Prepare and present monthly MIS reports covering financial performance, revenue, expenses, profitability, cash flow and key management information to support decision-making.
- Lead month-end and year-end closing activities, including journal entries, accruals, provisions, reconciliations and financial schedules.
- Handle end-to-end audit finalization by preparing audit schedules, balance sheet reconciliations, supporting documentation and financial information, and coordinating with external auditors until audit closure.
- Prepare monthly financial statements, variance analyses and management reports, highlighting key financial trends and areas requiring management attention.
- Manage bank reconciliations, account reconciliations and cash movements, ensuring accurate and timely recording of financial transactions.
- Monitor accounts receivable collections and accounts payable disbursements to optimize working capital and cash flow.
- Manage UAE VAT accounting and return filing activities in compliance with Federal Tax Authority requirements, including supporting schedules and reconciliations.
- Process payroll and Wage Protection System (WPS) submissions, ensuring accurate and timely salary payments.

Senior Accountant Aduba Group

02/2020 - 06/2022 | Al Ain, UAE

- Assisted the Finance Manager with internal audits and preparation of comprehensive monthly financial summaries.
- Processed daily financial transactions and maintained accurate accounting records and supporting documentation.
- Performed bank reconciliations and managed accounts receivable and accounts payable cycles.
- Maintained sales and purchase order documentation and ensured completeness of accounting records.
- Prepared VAT accounting records and VAT returns in accordance with UAE FTA requirements.
- Implemented inventory control procedures to improve stock accuracy and reduce holding costs.
- Analyzed operational site expenditure, identified cost-saving opportunities and presented improvement plans.
- Processed employee salaries and WPS submissions and supported month-end closing through journal entries and financial schedules.

General Accountant

Al Joudeh Group

07/2013 - 08/2015 & 07/2018 - 04/2019 | Oman

- Prepared and analyzed financial data, profit and loss statements and management reports.
- Prepared monthly journal entries and maintained accurate accounting records.
- Investigated and resolved financial discrepancies through detailed account reviews and reconciliations.
- Managed accounts payable and receivable transactions, including ageing analysis reports.
- Strengthened expenditure controls and supported financial accountability.
- Implemented inventory control measures to improve stock accuracy and reduce variances.
- Prepared employee salaries and supported financial forecasting and budgeting with historical data and analysis.
- Maintained financial documentation for internal audit and compliance verification.

Accountant

Sandalia Foot Care India Pvt Ltd

01/2010 - 06/2013 & 11/2015 - 06/2018 | Kerala, India

- Prepared and resolved account reconciliation items and maintained accurate financial records.
- Supported monthly financial closing, fixed asset accounting and month-end journal entries.
- Strengthened internal controls over inventory management and compliance procedures.
- Monitored warehouse inventory, coordinated cycle counts and processed inventory adjustments.
- Managed salary preparation and employee payment processes.
- Monitored expenditure against approved budgets and reported significant variances.

EDUCATION

- Master of Business Administration (MBA) – Finance Management
- Bachelor of Commerce (B.Com.)

TECHNICAL SKILLS

Accounting & ERP: Tally ERP 9 | Logi-Sys | Real Soft

Microsoft Office: Microsoft Excel | Word | PowerPoint | Outlook

LANGUAGES

English | Hindi | Malayalam | Tamil

ADDITIONAL INFORMATION

Visa Status: Employment Visa

Driving License: Valid UAE Driving License

References: Available upon request