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 [:kylenish@gmail.com](mailto:kylenish@gmail.com)

Doha, Qatar



Obtain a suitable position in **Accounting / Finance** with a reputable company where I can apply my skills and experience.

Job Title	Accountant
Qualification	B.COM
Job Location	Doha, Qatar
Nationality	Indian
Notice Period	One Month
Visa Status	Transferable visa

## WORK EXPERIENCE

### **Accountant**

**Ottawa Contracting & Trading W.L.L., Doha, Qatar**




(Dec-2017 to May-2019)

### **Accountant cum Procurement**

**Smart Com Distribution, Kerala, India**

(Aug-2015 to Sep-2017)

## JOB PROFILE

-  Prepare and processing journal entries to ensure all business transaction are recorded
-  Prepare & entering petty cash on daily basis.
-  Planning registers for payments & Receipts and maintain liquidity to ensure availability of adequate funds.

- ✚ Update accounts receivable and account payable and perform reconciliation.
- ✚ Reconciliation of bank statements, cash in hand, A/P, A/R and inter-company accounts
- ✚ Handling Purchase order and conducted financial tracking and billing.
- ✚ Prepare & entering Monthly external & Internal Invoices.
- ✚ Maintaining Fixed Asset register and process depreciation.
- ✚ Assist senior accountant in the preparation of monthly and yearly closing.
- ✚ Prepare final settlement for employees.
- ✚ Monitoring inventory coordination with coordination with third party logistic providers.
- ✚ Work closely with internal and external auditors during financial and operational audits
- ✚ Perform other related duties as required.

## EDUCATIONAL QUALIFICATION

- **Bachelor of Commerce(B.Com)**  
(Dr CV Raman University, India)
- **International Diploma in Computerized Accounting & Finance**  
(Institute of Accounts Academy, India)
- **Completed Diploma in Hospitality Travel & Customer Service**  
(Frankfinn Institute of Airhostess Training, India)

## IT SKILLS

- Proficient to use MS Office
- Tally ERP, Pioneer & DMS NXT
- Confident to do any accounting software.

## PROFESSIONAL SKILLS

- ≡ Ability to work on own initiative and to tight deadlines.
- ≡ Strong work ethics.
- ≡ Self-Confident & Goaloriented.
- ≡ Excellent interpersonal and applicant assessment skills.
- ≡ Good in problem solving.
- ≡ Ability to work with a team and contribute significantly.
- ≡ Consistent and Loyal.

## PERSONAL INFORMATION

Date of Birth	: 04-06-1993
Gender	: Male
Marital Status	: Single
Religion	: Muslim
Languages Known	: English, Malayalam, and Hindi
Visa Status	: Transferable Visa

## REFERENCE

Reference will be provided on demand