



Financial Accountant

Seeking a responsible post with an opportunity for professional challenge and growth to support and enhance co-operative objectives of the company and to be an integral part of an industry in an ever-learning manner and to utilize my skills progressively contributing quality and innovative ideas so as to help my growth as well as that of the organization. I am working hard to have a successful and distinguished career.

SAMIR MALEK



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0561017429



Dubai/Deira

Skill Highlights :-

Accounts Payable

Accounts Receivables

MIS Reporting

Taxation (VAT)

Budgeting

Auditing

Admin Functions

Reporting & Documentation

Creditors Reconciliation

Requirement Analysis

Process Improvement

Liaison & Coordination

Training & Development

Relationship Building

Software Proficiency

Key Responsibilities :-



- ❖ Detailed knowledge about accounting principles, accounting standards, book keeping procedures and office practices.
- ❖ Coordinated the full month end procedure, including preparation of balance sheets, income statements, and trial balance statements.
- ❖ Prepared monthly, quarterly, and annual forecasts for the company including the budget for the year.
- ❖ Ability to meet assigned deadlines.
- ❖ Strong Mathematical and statistical knowledge to ensure error-free calculations.
- ❖ Excellent presentation skills that helps to present the financial data of the organization in a systematic order.
- ❖ Brilliant time management and organizational skills that helps to complete the given tasks promptly and correctly.

Work Experience :-



First Point Real Estate Brokerage Designation: Senior Accountant Feb 2022 to May 2024

- ❖ Manage all aspects of the company's financial transactions, including accounts payable, accounts receivable, payroll processing, and general ledger maintenance
- ❖ Oversee the monthly, quarterly, and annual financial closing processes, including preparation of financial statements, general ledger analysis, and reconciliations.
- ❖ Assist in budgeting, forecasting, and financial planning activities, contributing to the overall financial strategy of the company.
- ❖ Lead the preparation and review of financial reports, including balance sheets, income statements, cash flow statements, and variance analysis.
- ❖ Ensure cash receipts, claims, or unpaid invoices are accounted for properly.
- ❖ Manage all aspects of the company's financial transactions, including accounts payable, accounts receivable, payroll processing, and general ledger maintenance
- ❖ Prepare and analyze financial statements, reports, and budgets to provide insights into the company's financial performance and trends
- ❖ Reconcile bank statements and monitor cash flow to ensure efficient use of funds and timely payments
- ❖ Ensure compliance with relevant accounting standards, tax regulations, and internal policies

Nasser Bin Abdullatif Alserkal EST. – Dubai

Designation: Senior Accountant

Period: April 2013 to July 2020

Personality Traits:-

Results-oriented

Leader & Motivator

Planner & Innovator

Empathetic

Multitasker

Analytical

Cheerful Personality

Strong Communication

Languages :-

- **English**
Full Professional Proficiency
- **Hindi**
Professional Working Proficiency

Computer Skills :-

- ❖ Accounting software's like Microsoft Dynamics, QuickBooks, Tally-ERP 09.
- ❖ Familiar with Microsoft Office. (sp.in M.S Word & Excel)
- ❖ Internet, Online Banking, E-filing, Surfing.

- ❖ Finalization of MIS reports.
- ❖ Monthly closure reports of Intercompany transaction & Bank reconciliations.
- ❖ Cash flow analysis & Budgetary control.
- ❖ Filing of VAT returns & audit requirements of government authorities.
- ❖ Responsible in finalization of accounts.
- ❖ Prepare reports in Excel sheet with Tally features & Microsoft Dynamics.
- ❖ Analyze financial statements for discrepancies and other issues that should be brought to the Director's attention.
- ❖ Finalization and submission of Audited accounts to Management & Local authorities.
- ❖ Monitor accounts to ensure payments & receipts are up to date.
- ❖ Extensive experience in Excel, Outlook, Word & PowerPoint.
- ❖ Responsibility for management and control of the financial process including quarterly Profit & Loss Accounts and Balance Sheet for internal reporting purposes and maintenance of financial ledgers and accounting processes.

Miles n Wings Pvt. Ltd.

Designation: Senior Accountant

Period: March 2012 to till April 2013

- ❖ Finalization of Accounts.
- ❖ Closely work essential like i.e. Daily update of cash activity, Monitoring & Posting inventory transactions.
- ❖ Expert to analyze Expenses , Revenues & Financial statement to ensure they are recorded appropriately.
- ❖ Maintenance of Bank with reconciliation & Cash Book.
- ❖ Entries in Sales & Purchase with Vat entries.
- ❖ Prepare reports in Excel sheet with Tally features.

Education Summary:-

- ❖ Certified Industrial Accountant, (I.C.A.-2011)
- ❖ Bachelor of commerce, (B.Com.-2001)
- ❖ Cost Accountant (inter), (I.C.W.A.I-2003)
- ❖ LL.B. (sp.), (LL.B-2008)



Personal Details:-

Date of Birth : 30th June,1980

Marital status : Married

Passport No W5328145

Hobbies /Interest: Long drive, Making friends

Declaration:-

If, I am given a chance to serve under your kind control, I shall leave no stone Unturned to satisfied the responsibility entrusted on me by my supervisors. The above information is true and correct to the best of my Knowledge and beliefs. Hoping to be favored.



Signature
Samir A Malek