



SALVIN DAVIS

E-Mail *salvindavis2939@gmail.com*

Mob *+971561762801*

Residential Status *Employment Visa, Dubai, UAE*

OBJECTIVE:

Looking for the position of Accountant in a firm where I can use my skills and wide experience for the benefit of the company and to aim for my further growth.

CAREER SUMMARY:

A dynamic and sincere professional with good accounting knowledge having rich experience of 6+ years in accounts fields. Excellent knowledge in Accounts Payable & Receivable processes. General ledger accounting, Bank accounting and fixed assets accounting procedures.

INDUSTRIAL EXPERIENCE:

1. *Logistics.*
2. *Hotel / Hospitality.*
3. *Trading & Marketing.*
4. *Construction.*
5. *Trading & Manufacturing.*

PROFESSIONAL QUALIFICATIONS:

B.Com (Accounting and Computer) from M.G University in 2011.

PROFESSIONAL EXPERIENCE:

1. **Geepas Electronics FZCO**- Dubai, UAE – Associate Accounts (online department) from December 2020 to Present.
2. **Havener Logistics** Dubai, UAE - Accounts Executive from August 2018 to November 2020.
3. **Gee Bee Hotels & Resorts Private Ltd**, Kerala, India – Accountant From July 2017 to July 2018.
4. **VIP industries Ltd**, Kerala, India - Accounts Cum Billing Executive from June 2016 to June 2017.
5. **K&K Agro Tech (Amma Rice)**, Kerala, India - Accounts Executive from February 2014 to May 2016.
6. **Edathi Constructions**, Kerala, India - Accounts Assistant from April 2011 to January 2014.

TECHNICAL SKILLS:

1. TALLY ERP-9.
2. SAP (System Application Products in Data Processing).
3. MS Office (Word, Excel, Power Point, Publisher).
4. Flair Software (Accounting).



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PERSONAL PROFILE:

Name: *Salvin Davis*

Date of Birth: *21\12\1990*

Gender : *Male*

Religion : *Christian*

Father : *V.K. Davis*

Nationality: *Indian*

Marital Status: *Married*

LANGUAGE PROFICIENCY:

English: *Speak, Read, Write*

Hindi: *Speak, Read, Write*

Malayalam: *Speak, Read, Write*

SKILLS AND EXPERTISE:

1. Maintaining general books of accounts, entering invoices and keeping all files in an accurate accounts filing system.
2. Monthly Payroll calculation and distribution. Issuing cash and expenses of staff and Petty cash Controlling, verifying Employees travel claims as per policy/protocol, and follow up Customer Payment.
3. Receive, Register, Verify and Process all invoices and ensuring accuracy of transactions. Processing Invoice for payment and releasing payments to Vendors.
4. Vouching of Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
5. Generate Debit note And Credit note against Customer Complaints.
6. Dealing with the Preparation and submission of VAT Returns on monthly basis.
7. Coordinating Go-Down operations.

PASSPORT DETAILS:

Passport Number : M 1823402
Date of Issue : 03-09-2014
Date of Expiry : 02-09-2024
Place of Issue : Cochin

DECLARATION:

I hereby declare that all claims made above are correct to my belief. All the originals of the testimonials for my claims shall be produced before you.

Place: *Dubai*

Date:

Salvin Davis