

# **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:**

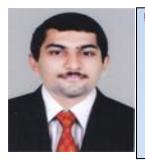
B.Com (Accounting and Computer) from M.G University in 2011.

## **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 Salvin Davis

Date: