

Navaneeth Kanakathidam

Dubai, UAE

Email: navaneethkanakathidam@gmail.com

Mobile: **+971 558169536**



CAREER OBJECTIVE:

To contribute my skill in a reputed organization with stable social organizational set up offering future developmental opportunities for advancement and professional growth. To enhance knowledge by giving entire service for the development of the firm. To grow with growth of time.

SUMMARY:

- ✓ 7 years UAE experience in accounts, finance.
- ✓ Goal oriented and ability to thrive in a fast-paced organization.
- ✓ Efficiently managed tasks handed by finance manager and complete tasks to satisfaction.
- ✓ Willing to accept increased responsibility.
- ✓ Ability to handle multiple tasks and work.

WORK EXPERIENCE:



VISION TEC GLASS&METAL LLC

BOWYER WICK GROUP COMPANY

From November 2014 Onwards to March 2021 Worked as an Accountant in RAK Free Zone Branch of Dubai based reputed Interior Fit out group company. The company is having various divisions such as Joinery Division, Marble Division, Upholstery Division, Steel, Glass and Aluminum Division.

I was working in Glass and Aluminum Division and reporting to Group Financial Controller.

Responsibilities

- ✓ Preparation Reports such as Debtors and Creditors age analysis, Intercompany reconciliation statements and Bank Reconciliation statement.
- ✓ Preparation and submission of Monthly management reports such as sales and cash flow statements
- ✓ Credit Control and collection of receivables
- ✓ Management of Sundry creditors.

- ✓ Handling Petty cash
- ✓ Reconciliation of all accounts
- ✓ Calculation and preparation wages and salaries under WPS
- ✓ Handling of employee leave records.
- ✓ Prepare regular reports and summaries of accounting activities
- ✓ Inventory Management.
- ✓ Attending Management meetings and submitting various reports as required by management.

GAYATHRY MOTORS

ACCOUNTANT

Duration: 08-Jan-2013 to 06-Jan-2014.

Authorized dealer Hero MotoCorp Ltd
Palakkad, Kerala-India.

- ✓ Passing purchase and sales entry.
- ✓ Reconciliation of accounts.
- ✓ Administered online banking function.
- ✓ Manage accounts receivables and credit control.
- ✓ Managed daily cash transactions in the absence of Cashier.
- ✓ Maintaining client's records.
- ✓ Assisting auditor to do the complete calculation till finalization
- ✓ Preparing Salary files.

WHEEL MOTORS

ACCOUNTANT

Duration: Aug 2011- Nov 2012

Authorized dealer Mahindra 2 Wheelers
Aluva, Kerala-India.

- ✓ Preparing invoices and bills.
- ✓ Making receipt against the payment
- ✓ Routine office day to day administration works.
- ✓ Maintaining Excellent filing system.
- ✓ Screening the phone calls and transferring to the concern persons.
- ✓ Maintaining the Time sheet for all Staffs'
- ✓ Maintaining payable and receivable accounts.
- ✓ Preparing Salary files.

EDUCATIONAL QUALIFICATIONS:

Bachelors of Commerce (Taxation)

- ✓ University of Calicut
- ✓ Kerala India

Plus Two (Commerce)

- ✓ Board of High Secondary Exams
- ✓ Kerala - India

S S L C Board of Examination

- ✓ Board of public exams
- ✓ Kerala – India

COMPUTER SKILLS:

- ✓ Operating System: MS Windows 98 / 2000 / XP / Vista & Windows 7.
- ✓ Diploma in Microsoft Office, Adobe Photoshop CS4.
- ✓ Diploma in computerized Financial Accounting Tally (9).
- ✓ Certificate in Information System for cost and Management Accounting (ICWAI).

EXTRA CURRICULAR:

- ✓ Passed Certificate 'B' and 'C' examination of NCC held in 2009 and 2010 respectively under the authority Of Ministry of Defense, Government of India.

LINGUISTIC PROFICIENCY:

- ✓ *English(Read, Write & Speak)*
- ✓ *Malayalam (Read, Write & Speak)*
- ✓ *Hindi (Read, Write & Speak)*

PERSONAL DETAILS:

Date of Birth : 08th December 1989
Gender : Male
Marital Status : Married
Nationality : Indian
Passport number : L 7335695
Driving License : UAE Valid
License Number : 182675 (valid up to:16-08-2026)
Visa status : Visit Visa (Valid up to:12-03-2022)

DECLARATION

I hereby declare that the above furnished information is true and correct to the best of my knowledge.

Navaneeth Kanakathidam