



Linson Sunny
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OBJECTIVE

I am seeking an opportunity to prove my skills, knowledge and ability in a multi-national organization. Challenges bring out the best in me and my long term objective is to grow to a managerial position and contribute to the growth of the organization I work with. I am willing to start at the bottom and learn the ropes as I do believe that is the best way to learn and grow.

EDUCATION

MBA Finance | Sikkim Mannipal University

2016

Bachelor of Commerce | Calicut University

2011

EXPERIENCE

Accountant | Western International – Dubai, UAE

SEP 2020 - PRESENT

- Maintaining and supervision of all financial matters and preparation of financial Reports like Income Statement, Balance Sheet, and Expenses Analysis in **Accounts Pro**.
- Handling Company's Treasury matters.
- Gives approval of Daily Payment in/out Vouchers, Petty cash vouchers and journal vouchers
- Prepare Quotation for clients.
- Prepare bills to clients according to the agreement and follow up the payments from clients
- Account payables/Account receivables (reconciliation of balances), inventories
- Daily report to be send as daily basis priority.

Accountant cum Admin | Matrix Valet parking & Security – Dubai, UAE

JAN 2019 – SEP 2020

- Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.
- Preparation of all financial reports, including profit and loss statement, statement of cash flows as well as the year-end financial reports.
- Work with internal and external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests.
- Prepares monthly financial statements and consolidations.
- Compliance with all the statutory requirement of Federal Tax Authority, UAE.

- Deliver and administer VAT impact assessments.
- Manage VAT implementation strategies, executing VAT compliance, planning and internal procedures.
- Provide support on all tax compliance, reporting and filing requirements.

Accountant and HRM Josco Jewellers – Kerala, India

MARCH 2012 – 2016 (4 YEARS)

- Maintain stock details and Book of Accounts.
- Prepare, examine, and analysis accounting records and other financial reports.
- Handling the daily banking operation and prepare bank reconciliation statements.
- Handling accounts payable and accounts receivables.
- Check out the creditors & debtors list payment.
- Handling cheque & clearance made into bank responsible for proper maintenance of debtors and creditors record and devising effective ways for controlling the same. Handling petty cash and maintaining the cash report, HR books.
- Preparation of daily stock statement and stock verification.
- Maintaining records of all vouchers with attached supporting documents.
- Reporting to the accounts manager with related reports.
- Prepare PF statement and ESI, insurance and welfare statements.
- Prepare salary and incentive details.
- Capable to prepare all documents about HR divisions like muster roll, wage register, service records etc.

Auditor Trainee | Cheeran Varghese & Company – Kerala, India

2011 (6 MONTHS)

- Better knowledge about practical auditing.
- Learned about e-filing & VAT audit.
- Capable to prepare audit report.
- Understand to check companies' financial details.
- Capable to provide financial & administrative advices.



SKILLS

- Tally ERP 9
- All Microsoft Office
- Fluent in English, Malayalam & Hindi
- **Valid UAE Driving License**



PERSONAL DETAILS

Date of Birth : 13-Oct-1990

Nationality : Indian

Marital Status: Single

Gender : Male

Religion : Christian

Passport No : K 2257682