

Curriculum Vitae (Accounts Professional)

NOBY IYPE

Abu Dhabi, UAE

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Career Objective:

An experienced accounts professional with more than 13 years of solid experience in Accounts, Finance, auditing. Proficient in office administration, bookkeeping, Tally, Peachtree, Traacs and MS office applications. Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization...

Professional Experience:



BETTER FLY TRAVEL

BETTER FLY TRAVEL LLC

Abu Dhabi-UAE

Accountant

June 2016 to till date

Duties and responsibilities

- Responsible for processing purchase ledger and sales ledger
- Performing reconciliation of accounts and all other tasks associated with accounting
- Handling responsibilities of providing assistance to accounts payable specialists regarding the proper coding of invoices and other procedural issues
- Reconciling all active accounts payable each period as well as maintain accounts payable system reports to ensure compliance within the established accounting guidelines
- Monitored accounts receivable sub-ledger and ensured receivables are collected in a timely manner
- Reconciled accounts receivable sub-ledger with general ledger on a weekly and monthly basis
- Performed posting of customer payments by recording checks, cash and credit card transactions
- Resolved collection issues by coordinating with collection department, examining customer payment plans, payment history, and credit line
- Summarized receivables by preparing reports, maintaining invoice accounts, verifying totals and coordinating monthly transfer to accounts receivable account

Curriculum Vitae (Accounts Professional)

- Ensured timely receipt of payment and resolved any discrepancies in areas of accounting
- Coordinate office activities and operations to secure efficiency and compliance to company policies. Supervise administrative staff and divide responsibilities to ensure performance
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data
- Legal & Visa Processing of staff and Human Resources Related matter (PRO works)
- Cash & Bank Reconciliation Statement I.e. Inward & Outward Statement Main Cash & Petty Cash Handling, Book – Keeping
- Attend Business meetings and trade conference
- Establish contracts and pricing and ensuring proper maintenance and serving as primary liaison with utilities and local government agencies, such as fire, police, health and safety agencies
- Forecast requirements; prepare an annual budget; schedule expenditures; analyze variances; initiating corrective actions
- Journal Entries on Prepaid expenses and outstanding Book
- Prepare Profit & Loss & Balance Sheet & Statutory obligations of account closing. To handle employee Payroll, WPS, Gratuity, Leave Salary, End of Service & taxation Working
- VAT Registration and VAT Payable verification and Vat Filing at Federal tax Authority



AL ZARAFI GROUP

(IATA Accredited Travel and Tourism and Trading)

Abu Dhabi-UAE

Accountant

June 2009 to February 2016

Duties and responsibilities:

- Maintaining all accounts works by scrutinizing entries, final scrutiny of ledger accounts, costing, passing closing entries and preparation of Accounts Statement
- Oversee monthly general ledger management, e.g., reviewed bank reconciliation, sub ledger reconciliation and other monthly closing procedures including inter-company balance reconciliation and month end closing entries
- Other duties include preparing journal entries for commissions accruals, rent allocation; appraisal expenses accruals, recloses of income & expenses.
- Processed accounts payable and accounts receivable entries
- Computation of total income of Individuals and all other assesses
- Preparation of monthly payroll, Leave salary, end of service benefits etc and maintaining personnel file for each employee
- Preparation and finalization of Accounts, preparation of Financial Statements...
- Oversee monthly general ledger management and other monthly closing procedures including inter-company balance reconciliation and month end closing entries.
- Coordinated in all aspects of monthly closings and financial reporting

Curriculum Vitae (Accounts Professional)

- Prepared Balance sheet, reconciliation statements including inventory
- Preparation of payment vouchers and processing same by checking the supporting documents, bills and making cheque and cash payments, coding the vouchers with cost Centre and account codes and entering in the system
- Application of creditor's settlements in the payables ledger by selecting the dues as per references given on the statements received from leisure suppliers, to reflect the payables in the financial statements.



Green Line and Green Star Textiles

Accountant

Abu Dhabi -UAE

June 2007 to June 2009

Duties and responsibilities:

- Invoicing to clients, Receivables and payables management
- Prepare Bank Reconciliation Statement, Maintenance of petty cash
- Preparing JV, cash and bank books ledger, Payment and receipt Voucher and invoice
- Bank reconciliation and other reconciliations
- Ensure sales invoices and made correctly for qty, rate and other terms of conditions of sales
- Monitor the Monthly Work in Progress
- Coordinating with marketing
- Coordinating with auditors for review of books of accounts.
- Cash reconciliation statement I.e Inward and outward statement
- Preparing Debit and credit note
- Prepared Trial Balance, Profit and Loss account and Balance sheet
- Prepared Balance sheet, reconciliation statements including inventory



OZONE OVERSEAS LTD.

New Delhi -India

Accountant

November 2005 to June 2007

Duties and responsibilities:

- Keep account payable and account receivable system
- Manage fix assets accounting depreciation calculations
- keep and organize documents related to financial support
- organize periodic and quarterly reports
- manage all documentation and report generation for accounting staff
- assist with audit preparation and end of year closings

Curriculum Vitae (Accounts Professional)

COMPUTER SKILLS

Knowledge of Accounting Software: TALLY, Peachtree and Traacs.

Microsoft office package, Microsoft word, Microsoft excel, Microsoft power point, Microsoft outlook

Academic Qualifications

Bachelor of Commerce : From M.G University, Kerala,India

PERSONNEL SKILLS

- Good IT system knowledge and be able to adopt new procedures quickly
- Reliable punctual, professional and competent.
- Good numerical and literacy skills and can work accurately within deadlines.
- Excellent communication skills.
- Updating job knowledge by participating different types of in service education.
- Pro-active and able to manage multiple task.

Personal Details:

Age & Date of Birth	:	36, 26 th October 1983
Marital Status	:	Married
Passport No	:	M 8949264
Expiry Date	:	01 st June 2025
Visa status	:	Employment Visa
Driving License	:	Valid UAE driving license (Expiry 25.03.2025)

I do here by declares that the above information given by me is true to the best of my knowledge and belief.

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