|  |
| --- |
| **CONTACT DETAILS**  *Flat no 12, Mustafa Building, Naïf Deira, Dubai*  *Mobile: 971 525468147*  *kush2.mi@gmail.com* |



Kush Shastri

|  |  |
| --- | --- |
| **AREAS OF EXPERTISE**  *Bookkeeping*  *Processing invoices*  *Expense claims*  *Online Banking*  *Auditing*  *Data management*  *Facilities management*  *Reconciliation*  *Taxation*  *Expense Report*  *Accounts Payable*  *Accounts Receivable*  **PROFESSIONAL SKILLS**  *Recordkeeping*  *Financial Data Analysis*  **TECHNICAL SKILLS**  *Advance Excel*  *SAP-FICO*  *Basic knowledge of Computer* | **Personal statement**  I am seeking a position as accountant in a professional company. Qualified Accountant who has a Five years’ experience in the fields of financial management reporting, auditing, taxation, billing, reconciliation and cash flow. An adaptable, self-directed professional who successfully communicates at all levels. |
| **KEY SKILLS AND COMPETENCIES**   * Ability to effectively present financial information and in written reports. * Confident with the basic office software packages (Word, Excel, PowerPoint etc). * Technical knowledge in global accounting principles. * Setting up effective systems and processes in the office management. * Considerable knowledge of modern office methods, practices, procedures, and equipment.   **Education**  **Bharati Vidyapeeth University – 2012-2014**  **Mater of Business Administration in Accounting & HR**  **Chaudhary charan Singh University – 2008-2011**  **Bachelor of Business Administration in Accounting and taxation**. |
| **PERSONAL SKILLS**  *Time management*  *Organisational skills*  *Communication skills*  *Meeting deadline*  *Problem assessment*  *Decision-making*  *Multi tasking*  *Teamwork* | **WORK EXPERIENCE**  ***Accountant***  **TMT General Trading, Rashidiya, Dubai-UAE May 2018-Present**  **Responsibilities: General Accounting**   * Preparing Journal Entries * Revenue and Expenditure Entries * Preparing Bank Reconciliation. * Accounts Payable and Accounts Receivable     ***Financial Analyst***  **Fluor Corporation (OIL & Gas) - 2015-2018**  Managed accounts payable, prepared journal entries, set up and maintained accounts, processed payments and prepared reports for management.  ***Responsibilities: US. Location Project Accounting***   * Prepares journal entries, cash, and inter-fund transfers and bank reconciliation. * Inter Company reconciliation, cost center reconciliation and month end analysis. * Accounts payable, accounts receivable and ageing, wip analysis and timesheet audit. Keeping financial control records for expenditures, allotments, receipts, and encumbrances, month end and quarter end activities. * Ensuring that all invoices and staff reimbursements are paid accurately * ER audit and jv validation, timesheet auditing, invoicing and billing. |

***Asst. Accountant***

**Diamond Products Ltd, Nahan, India - Sep 2014 – May2015**

* Responsible for preparing, examining, and analyzing accounting records

**2015**

Accounting Software Experience

* SAP
* Bussy
* Tally

PERSONAL PROFILE

Father’s Name : Jai Ram Shastri

Date of Birth : 11th June. 1990

Nationality : Indian

Marital Status : Single

Language Known : English & Hindi

Emirates Id : 784-1990-0528140-9