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



Kush Shastri

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| **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.
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 ***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