



RESUME

UNAIS CHEMMUKKIL
unaisc2008@gmail.com
+965 60378737

OBJECTIVES

Seeking for a challenging job prospective career, where my knowledge can be shared and enriched, contributing to the company's growth and in turn ensuring personal growth within the organization.

PROFESSIONAL SKILLS:-

Have more than **12 years** + professional experience as an **"Accountant"** in KUWAIT and India.

- Self-motivated, proven analytical problem solving
- Excellent Communication and interpersonal skills
- Ability to work under pressure, meet deadlines and well versed in working in a computerized environment.

WORK EXPERIENCE

Currently working in Juice Time Restaurant Co as Senior Accountant from December 2018

- Control & Supervising in the day-to-day running of the accounts departments.
- Preparation of Monthly Reports for Finance Manager
- Monthly & Yearly closing performing including adjustment, balances confirmation entries
- Dealing with External Clients (Franchise) accounts and precede the control of receivables.
- To Supervising in preparation of reconciliations of creditors and debtors' statements and proceed to payment.
- Coordinate for monthly inventory process
- Coordinate with Internal Auditor in carrying out and ensuring timely completion of audit.
- Verification & Approval of all Export Invoices and proceed to higher mgmt.
- Cross checking of day-to-day expenses and pass entry to Main Petty cash to proceed payment.

SHATER INTERNATIONAL TRADING&CONTRACTING COMPANY - KUWAIT (AUGUST 2015 – NOVEMBER2018)

SENIOR ACCOUNTANT

- Issues Timely and accurate statements.
- Supervising day-to-day accounting works
- Preparation of Financial Statement Reports
- Cash Flow preparation
- Budget Preparation

- Comparing monthly profit & loss to budget
- Petty cash verification and approval
- Preparing Purchase, Sales, Salary and payment ledger
- Bank reconciliation
- Maintaining Client's Accounts and reconciliation
- Preparation of Creditors' Reconciliation Statements
- Supplier payments and other payments
- Assisting in Preparation of Final Accounts with Auditor.

AL QURAISHI FRAGRANCE (Manufacturing & Export) - KUWAIT (SEPTEMBER 2012 - JULY 2015)

ACCOUNTANT

- Preparation of bank reconciliation statement trail balance sheet, profit & loss account and balance sheet.
- Preparing Payroll, monthly receipts and payments statements.
- Preparing monthly accounts for cost and revenue activities
- Preparation of MIS on daily basis.
- Perform internal audits of accounts payable, payroll distribution, fixed assets and cash
- Petty cash handling and reimbursement
- Organize Inventory control between all warehouses
- To execute with sincerity any other accounting, financial or administrative requirements of the company.
- Prepare & Check all the employees' settlement for HR Dept.
- Interact with banks and local authorities for operational & Export issues.

BENZER TRADING INDIA PVT.LTD - INDIA (MAY 2005 TO JULY 2012) as an

Accountant

EDUCATIONAL DETAILS

- B.com from Calicut University Kerala, India 2002-2005
- Advanced Diploma in Computerized Financial Accounting

COMPUTER SKILLS

- SAP
- Nama soft
- Al shamel
- Omega, Ajwan
- Tally.ERP 9, 7.2,6.3
- Peachtree
- Oracle
- Daceasy
- Microsoft Office, Internet

PERSONAL PROFILE

Present Address

Salmiya, Block 12
Kuwait

Permanent address

Chemmukkil (H)
Kottakkal –Malappuram
Kerala,India

Date Of Birth : 29-02-1984
Sex : Male
Marital Status : Married
Nationality : Indian
Religion : Muslim
Languages Known: English, Arabic, Hindi, Tamil & Malayalam

Valid Kuwait Driving License

Visa Status - 18 Transferable

DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

UNAI CHEMMUKKIL