

EMMANUEL DAVID

Accounts, Finance, Bank and Exchange professional with over 4 years work experience. Experienced in preparation of Accounts, Corporate tax, VAT, Filing & and Bookkeeping any tax investigations.

Business bay ,Dubai 111311/Dubai



12.09.1986 (Å

0566784233

emmanueldavid2014@gmail.com

SOCIAL MEDIA



linkedin.com/in/emmanuel-david-john-398a36186

EDUCATION

03.2023 - 04.2023 THE LEGEND EDUCATIONAL SERVICE CENTER Taxation in UAE - VAT Corporate & Excise Tax (KHDA QR Attestation)

PIMSAT UNIVERSITY Master of Commerce (Accounts, Finance)

09.2009 - 12.2011 UNIVERSITY OF THE PUNJAB Bachelor of Commerce (Accounts, Tax, Auditing)

SKILLS

- ✓ Good communication written and oral skills
- Excellent conceptual and analytical skills
- Effective interpersonal skills
- Positive Attitude
- 🖌 Teamwork
- Time Management

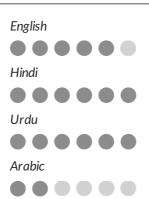
SOFTWARE SKILLS

Microsoft Outlook $\bullet \bullet \bullet \bullet \bullet \bullet$ Microsoft Word, Excel, Power Point Software skills QuickBooks

PERSONALITY

Communicative Creativity

Punctuality Organized



LANGUAGES



12.2021 - 05.2023

AL RAZOUKI INTERNATIONAL EXCHANGE LLC

JUNIOR OFFICER / ACCOUNTS ASSISTANT

1. Greeting customers and entertaining their general queries.

- 2.Performing remittance and cash payout transactions.
- 3. Companies registration in the WPS system and their salary processing.
- 4. Assisting the branch manager in the day to day duties.
- 5.Implementing AML and KYC policies advised by the head office.
- 6.Performing pattern analysis and managing transactions monitoring system to detect suspicious activities and STR /SAR.
- 7. Handling various types of currencies for executes foreign currency transaction for client.

09.2017 - 02.2019

NASIR & CO. CHARTERED ACCOUNTANTS

ASSISTANT ACCOUNTANT

• Preparation of management and final accounts.

Managing the full cycle of accounting from invoicing to preparing final accounts.

- Managing inventory at multiple sites including maintaining assembled SKUs in advanced inventory and stock on consignment.
- Multiple currency invoicing and reconciliation with multiple payment methods including credit card payments, cash on delivery, payments received through PayPal and direct bank transfers and recognizing exchange differences.
- Helping the clients with budgeting and cash flow forecasting.
- Calculating and maintaining landed costs of products and advising management accordingly for product pricing purposes.
- Planning and conducting external audits.
- Dealing and liaising with third parties as required by clients.
- Preparing sales and forecast reports on behalf of clients for prospective investors.
- Maintaining payroll as per Labor law and advising about gratuity provisions, annual and maternity leave matters

10.2015 - 08.2017

NIB BANK LIMITED

COUNTER SERVICE OFFICER

- Receive and respond to customer service account inquiries on account balances, transaction details, statements and fees and charges.
- Handling cash transactions and cash balancing.
- Remittance transfer
- ATM replenishment
- Bank draft
- Clearing Cheques
- Promote bank products and services
- Identify customer needs
- Refer customers to appropriate banking services and representatives
- Cheque Deposit and withdrawal
- Financial skills

HOBBY





Playing Guitar

