



Snell Schanan

Accountant

Trustworthy accountant with over 4 years in financial statement preparation and general ledger activity.

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📍 Bur Dubai, Dubai, United Arab Emirates

WORK EXPERIENCE

Accountant

Al Basiem Building Contracting LLC

02/2015 – Present

Ras Al khaimah, UAE

Achievements/Tasks

- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Generated financial statements and facilitated account closing procedures each month.
- Prepares payments by verifying documentation, and requesting disbursements.
- Managing Accounts Receivable and Accounts Payables.
- Creating and Handling Invoices.
- Preparing Monthly Cash flows and Projections.
- Maintained integrity of general ledger, including the chart of accounts.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Payroll Calculation of Employees.
- Quarterly VAT Calculations.
- Coordinated with the Auditors.
- Accomplishes the result by performing the duty.

Trainee Auditor

Dr. Ziauddin Hospital

01/2014 – 11/2014

Karachi, Pakistan

Achievements/Tasks

- Assist with the planning of internal audit work programmes
- Perform internal audit fieldwork, reviewing exposure to risk and the effectiveness of the controls in place to mitigate risks
- Recommend improvements to systems and controls based on observations and best practice
- Prepare internal audit reports which present audit findings in a clear, concise manner
- Communicate with the client and the Internal Audit Team on any issues or findings

SKILLS

QuickBooks

Tally

MS Excel

MS Word

Oracle

EDUCATION

Bachelors in Commerce

University of Karachi

09/2011 – 11/2013

Karachi, Pakistan

Intermediate in Commerce

Government college for Men

01/2009 – 10/2011

Karachi, Pakistan

CERTIFICATES

ACCA "Association of chartered certified accountants"

Finalist - appeared in final module

Diploma in Accounting & Business (UK)

LANGUAGES

English



Urdu



Hindi



SOFT SKILLS

Leadership

Communication

Positive attitude

Problem solving

Self-confidence