



FIROS K KANDY

ACCOUNTANT/ADMINISTRATION

Abu Dhabi, United Arab Emirates

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EDUCATION

MBA
BHARATHIAR
UNIVERSITY,
TAMIL NADU, INDIA
2015

BBA
KANNUR UNIVERSITY,
KERALA, INDIA
2013

SKILLS

MS Office

Accounting

Quick books

Strong Communication

English

Arabic

ABOUT ME

A dedicated and detail-oriented finance professional with over 7 years of experience in accounting, administration, and document control. Holding an MBA in Finance and Marketing, I have a strong background in managing financial operations, ensuring compliance, and streamlining administrative processes. With a proven track record in both Indian and UAE markets, I excel in multitasking, problem-solving, and delivering results in fast-paced environments. My goal is to leverage my expertise to contribute effectively as a Finance Manager, driving organizational success.

WORK EXPERIENCE

ACCOUNTANT AND OFFICE ADMINISTRATION | JAN 2022 - JUNE 2024
BOSS GENERAL TRADING, ABUDHABI

- Managed accounting operations, including accounts payable/receivable, general ledger, and bank reconciliations.
- Prepared financial statements, budgets, and cash flow forecasts to assist in strategic decision-making.
- Monitored inventory levels, prepared purchase orders, and managed vendor relationships to ensure timely supply chain operations.
- Provided support with payroll.
- Overseeing daily office operations, including scheduling, correspondence, and maintaining office supplies.
- Provided administrative support to senior management, including meeting coordination, travel arrangements, and documentation.
- Managed petty cash.

ACCOUNTS COORDINATOR | SEP 2020 - OCT 2021
SAHARA EQP. TR. & RENTAL L.LC, ABUDHABI

- Managed daily accounting operations, including accounts payable/receivable, invoicing, and reconciliations.
- Monitored cash flow, budgeting, and financial forecasting to ensure optimal financial performance.
- Oversaw the preparation and submission of VAT returns, ensuring compliance with local tax regulations.
- Assisted in audits by providing necessary documentation and responding to queries.

ACCOUNTANT CUM OFFICE ADMINISTRATION | AUG 2019 - AUG 2020
SHANGRI FURNITURE L.LC, ABUDHABI

- Managed daily accounting tasks, including accounts payable/receivable, general ledger entries, and bank reconciliations.
- Coordinated administrative functions, including office management, procurement, and inventory control.
- Handled payroll processing, employee expense reports, and maintained accurate records of financial transactions.
- Managed communication with vendors, suppliers, and clients to ensure smooth operations and timely payments.

JUNIOR ACCOUNTANT | JULY 2015 - JUNE 2019
QUEBEC BIOTEC INTL. PVT. LTD., ABUDHABI

- Managed daily accounting operations, including accounts payable and receivable.
- Assisted in the preparation of financial statements and reports.
- Supported the senior accountant in budgeting, forecasting, and financial analysis.
- Assisted in inventory management and cost control for food product lines.