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**Professional Objective**

A highly competent and dynamic finance professional offering 7 **years,** expertise in **ETA – ASCON & STAR group of** **companies – Accountant,** Seeking an increasingly responsible position with an opportunity for professional challenge and growth, where experience and expertise can be leveraged in steering the organization’s goals and objectives.

***Computer Skills***

*Ms-Office (Ms-Word Ms-Excel Ms Power point Ms-Access)*

*C, DTP, MS-OFFICE, VISUAL BASIC 6.0*

*DBMS, ORACLE 8.0, AUTO-CAD*

***Operating System:*** *Windows XP / Vista, 7, 8*

***Accounting:*** *Tally all versions, SAP, Orbit, Oracle based software*

**Carreer Snapshot**

***ETA ASCON & STAR Group of Companies, Dubai***

***Accountant***

***(From May 2007 to July 2014)***

**Duties and Responsibilities**

• Maintenance of General Ledger, Petty Cash and subsidiary books,

Debtors’ ledger, Creditors, Cash book and Bank book including Bank

Reconciliation.

•Manage and direct all daily work to ensure that the work is accomplished

efficiently.   
• Preparation of incentive statement and related works.   
• Manage all staff salary through WPS, gratuity settlement.

• Monitoring all entries with proper accounting code.  
• Maintaining accounts up to finalization.

**Professional Experience**

**I. ETA ASCON & STAR Group of Companies, Dubai.**

**Division: Corporate Account & Management Account.**

**Position: Accountant.**

**Duration: May-2007 – Jul-2014.**

* ETA ASCON & STAR Group of Companies, Dubai is one of the leading trading companies in UAE was established in 1978 with International Trade Links as its flagship company in Dubai. The group has interests in various sectors such as Construction, maintenance, real estate, Steel, Commodities, cement, minerals and aggregates etc.

**Accounts/General**

* Handling bank Reconciliation, BSP (Billing Settlement Plan)Reconciliation and Cash Reconciliation
* Responsible for estimating, preparing quotations & invoices, and costing
* Accounts Receivable functions including preparing of Sales Invoice base on approved orders from the customers, issuing credit and debit memos, accounts receivable reconciliation, responding to customer requests for documentation, reviewing past due accounts, collection by calling and sending email reminder/statements to customers
* Maintenance of journal & Ledger Books of Various companies
* Reconciliation & Monitoring of Accounts Receivable & Accounts Payables
* Schedule payments for suppliers
* Maintained records of all payments made – ensured the accuracy of the amounts entered in the records and the invoices from the suppliers.
* Issued cheques for all accounts due
* Maintaining a schedule of post-dated cheques (PDCs) issued to creditors and received from debtors.
* Accounts Payable functions including receiving of Invoice from suppliers, verify it with Purchase orders, and making necessary payments base on credit terms gave by the suppliers.
* Followed up Debtors collection and reconciliation of their accounts
* Prepared invoices and posting vendor Accounts
* Worked under the supervision of the finance manager
* Recorded sales transaction in the computer on daily basis
* Calculated and distributed wages and salaries

**Organization : G.T.R ALUMINUM PVT LTD, Bangalore.**

**Duration : Sep-2006 to Feb-2007.**

**Position : Accountant & Factory Operation**

**Organization : Forex Munawarah Sdn Bhd., Malaysia.**

**Duration : June 2005 to June 2006**

**Position : Accountant**

**Assistance**

* Buying & selling of various currencies
* Controlled cash & bank account reconciliation
* Preparing sales invoices and maintaining Debtors Ledger
* Day to day handling and petty cash maintenance
* Preparation of client and supplier statements
* Maintained a book of computerized environment
* Recorded sales transaction in the computer on daily basis
* Keeping records of bank transaction
* Responsible for preparing daily account and prepare bank payment vouchers,cheques,

Invoices, delivery notes, receipt and journal voucher

**Organization** : **M. Basheer & Co.**

**Duration : June 2004 to May 2005**

**Position**  **: Accountant / Audit Assistant**

**Organization** : **M. Basheer & Co.**

**Duration : June 2004 to May 2005**

**Position**  **: Accountant / Audit Assistant**

**JOB RESPONSIBILITIES**

* Computer operator to audit in field of Tax Audit,
* Company Audit, Statutory Audit
* Verify all the ledger book like Sales, Purchase, Cash, Bank & Other Parties accounts with relevant voucher
* Partnership Firm, Clubs, Society, Individuals
* Filing Returns works in Income Tax and Register of Companies.

**Educational Qualification**

* **Academic Qualifaction** Successfully completed the course to qualify as a Graduate

In Commerce **(B.com)** with computer application from the Madurai Kamaraj University.

**Personal Information**

Date of birth : 10 APR 1982

Marital Status : Married

Nationality : Indian

Language Known : English, Malayalam, & Tamil

Visa Status : Visit Visa (valid until 06-08-2015)