

**Gulfjobseeker.com CV No:** **69558**

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**Objectives**

 A sincere and dedicated team player with an ability to take up challenges that benefits both, organization and self. Am seeking a challenging career in a progressive position, where my skills will be utilized in contributing to the growth of the Company with whole determination.

**Key Skills**

Team Work, Time Management, IT Skills, Numeracy, Problem solving & Analytical ability, Oral & Written Communication Skills, Initiative, Leadership, Ability to work under pressure, Confidence, Customer awareness, Dynamic, Proactive, Self motivated, Commercial awareness/Business acumen, Presentation Skills, Critical thinking Skills

**Knowledge & Achievements**

* Having strong basic knowledge in book keeping preparation of cash book, Trading Profit & Loss account, Balance sheet, Finalization of accounts, Bank reconciliation, Income & Expenditure account, Receipts & Payments account
* Preparation and Presentation of various Budgets like Sales budget, Capital Budget, Operating Budget, Cash budget, Personal budget, Revenue & Expenditure budget, Flexible as well as master budget.
* Financial audit or Reviews, Operational audit, Department reviews, Information system audit, integrated audit, follow up audit and various Taxation matters like calculation of total taxable income and tax payable, Service tax calculations and Tax returns.
* As a cost accountant having in depth knowledge in Cost audit, Cost compliance audit, Presentation and preparation of Cost sheet, calculation of cost of production, cost of sales, pricing of products, cost control.
* Knowledge in marginal costing, Job costing, Process costing, Activity Based Costing, Standard costing and review of variance.

**Achievements**

* Renowned part of a team which Conducted Finance & Accounts of Vehicle Company.
* Handled various Dealer Account, Stock Account, Liquid cash maintenance.
* Preparation of Service Tax Bills, Reconciliation of Receipts & Payments Account with income and

 Expenditure Account, Bank Reconciliation Account etc.

* Internal Auditing & Finalization of Accounts done for a Construction company.
* Handled Cost Audit report as per the Guidelines of Cost Audit Report Rules 2011.
* Handled Cost Compliance report as per the Guidelines of Cost Audit Record Rules 2011.
* Implemented well defined Time management system while Handling stocks from Rail Head so that to Reduce Demurrage Charges as well.

 **EMPLOYMENT CHRONICLE**

 From January 2013 to February 2014 with M/s K.A Felix & Co., Cost Accountants as “Senior Associate” (Costing)

 (M/s K.A Felix & Co is one of the leading Cost and Management Accountant firms in Kerala with branches at

 Kochi and Coimbatore. The core area of specialization is Cost Consulting and Advisory Services)

 **Previous Work Experience**

 Five year experience as “**Accountant**” in Bright Agencies (For Madras Cements Ltd From 2006 to 2010)

 From 6th January 2011 to August 2012 as a Senior Associate in “ACS a Xerox Company” at Info Park Kakkanad

 Cochin.

 **(ACS A Xerox Company is a global leader in business process and information technology services.**

 **That covers a lot of ground, from finance and accounting and transaction processing to IT outsourcing,**

 **Human resource services and customer care.)**

 **SCHOLASTICS**

* Pursuing ICAI – Final.
* 2014 M Com.
* 2010 ICAI - Intermediate.
* 2004 B.Com (CA), Calicut University.
* 2000 Pre-Degree, Calicut University
* 1998 10th, Board of Public Exams.

 **IT FORTE**

* Well versed with MS Office (Word, Excel and PowerPoint) & Internet Applications.
* Expert in Tally ERP, SAP & other ERP software.

 **PERSONAL DETAILS**

Date of Birth : 5th April 1983

Languages known : English & Malayalam

Nationality : Indian

Marital Status : Married

**DECLARATION**

 I am prepared to work sincerely and discharge my duties to the best if my ability. I hereby declare that the above information is true to the best of my knowledge and belief.

Place: Abu Dhabi

Date: 15/10/2014