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**Profile:** To pursue a successful career in the field of Business Administration &Accounting to achieve the best in the field through hard work and Sincerity.

###### Present Professional

###### Experience: Sobha Group of Companies (Architectural Metal Works-Manufacturing & contracting-Aluminium and Glazing works)

**(May 2007 to as on date)**

**Post: Accountant.**

**Skills**

* Managed and supervised accounts of 24 million trading company and conducted auditing.
* Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.
* Rebuilt trust with vendors/suppliers, repairing damaged relationships by ensuring timely, correct payments for all goods/services received.
* Composed effective accounting and reports summarizing A/P data for supply chain, HR and other departments.
* Managed the accurate and timely processing of up to 600 invoices per month for large, multi-site organizations. Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.

**Responsibilities:**

* Accounts Receivable- Preparation of receipts, debit notes & credit Notes, Reconciliation of balance with customers, AR Reporting and credit release approvals.
* Prepare Bank TR and Advance Payment Guarantee.
* Implement and improve credit control process.
* Follow up with debtors, monitor the receivables and take necessary steps to collecting the overdue payments.
* Prepare the ageing reports and update collection status as per customerwise.
* Accounts Payable- Vendor Invoice Bookings, Vendor Payments, Preparation of Debit &Credit notes, and Reconciliation of balance with Vendors.
* Preparation and posting of receipt and payment vouchers.
* Maintain accurate financial records, Process invoices and payments accurately.
* Managing provision accounts like depreciation, bad debt and monthly accruals.
* General Ledger Maintenance & preparation of journal vouchers.
* Preparation of monthly budgets & Cash Flows
* Experience in Stock reconciliations
* Inventory Control, verify GRN &commercial invoice.
* Monthly Management reporting involving preparation of Balance Sheet, Profit & Loss, & Analysis Reports.
* Coordinate with banks & Commercial department in regards of; L/C opening or amendments and bank guarantees.
* Intercompany reconciliation
* Preparation of workers’ wages and employees leave & final settlement.
* Prepare Bank reconciliation statement.
* Coordinate with Purchase dept& Manage customer enquiries.
* Maintain and control of accounts under companies standards.
* Finalisation of accounts and plan& coordinate the year-end financial audit.
* Prepare MIS reports, Submitting the monthly reports and statement of accounts.

**Reporting:** To the Financial Controller.

**Previous Experience:**

Worked with Ahmed Khalil Al Baker Trading Est. as Assistant. Accountant.(December 2005 to May 2007)

**Educational Qualification:**

Bachelor Degree in commerce

University of Calicut, Kerala, India.

Year of passed –2000

**Software exposure:**

* Oracle ERP.
* Tally Accounting Solutions.
* Ms-office.

**Languages Known:**

English, Hindi and Malayalam.

### **Personal Profile:**

Date of Birth: 22-05-1980

Nationality: Indian

Mother tongue: Malayalam

Marital status: Married

### **Declaration**

I do hereby declare that the above information are true and best of my knowledge and belief.