**Senior Accountant**

**Dharmendra.15082@2freemail.com**

**Personal Details,**

Name: Dharmendra

**Academic Details,**

1) Master’s Degree in Business Administration (Finance), Year: 2015, University: Sikkim Manipal University, India.

2) Bachelor Degree in Commerce (Accountancy), Year: 1993, University: Shivaji University, India.

**Job Description,**

* Manage & supervise the daily accounting tasks and responsibilities according to the international accounting standards.
* Update and reconcile the company records of cash, assets inventories and payables.
* Interact and cooperate with operational management to achieve the company targets.
* Prepare monthly and annual financial reports and submits it to the management in appropriate time.
* Assist and cooperate with auditors to finalize the task of restructuring and creating the policies and procedures of the company.
* Receive and forward the accounting information, documents and reports to the different users.
* Communicate with banks for financial matters and handles all banking transactions such as LCs, LGs, payroll, foreign transfers, letters and applications.
* Prepares the financial planning and feasibility studies for the new projects.
* Negotiate with vendors and creditors for better terms and rates.
* Review the costing for the new purchases of stock and assets.
* Random and regular check on the company assets of fleet and inventories.
* Insure the group companies and its assets are covered by necessary insurance policy.
* Monitor the liquidity and manage the working capital.
* Follows for collecting company debts and regular inspection of the system and manual receipt voucher & allocation.
* Monitor and control the company assets and overheads to cut the unnecessary costs.
* Ensure the safe keeping & archiving of accounting records and related documents in appropriate manner.
* Ensure periodical backup of accounting system data and other MS Office workings.
* Liaise with the auditors to complete the audit tasks.
* Prepare and review monthly reconciliations of assigned balance sheet accounts and ensure that general ledger accounts are reconciled with resolution to reconciling items
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Participate in month-end close activities including the preparation and review of journal entries and review of budget-to-actual reports
* Produces payroll by initiating computer processing; printing checks, verifying finished product. Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
* Analyzing MIS reports to provide feedback to top management on financial performance through fund management & profitability.
* Ensuring full compliance with all Board & external statutory financial accounting requirements, record keeping & reporting the auditing functions.
* Prepare schedules for quarterly reviews and year-end audit for independent external auditors. clarify information, and prepare supporting data
* Thorough understanding of Generally Accepted Accounting Principles (GAAP). Knowledge of Statutory accounting principles.
* Ability to work independently and as part of a team and take on new tasks with high level of difficulty
* Strong analytical and accounting skills.
* Secures financial information by completing database backups.
* Protects organization's value by keeping information confidential.

**Career Experience,**

**Position: Senior Accountant**

**INDUSTRIAL TECHNOLOGY QATAR W.L.L. (A DIV OF NASSER BIN KHALED & SONS)**, **DOHA-QATAR**

From: Oct-2011 to May-15 (3 Years, 8 Months)

**Roles and Responsibilities:**

* Maintaining records of organization's financial activity in accordance with GAAP, organizational standards.
* Creating reports on financial performance for internal and external use.
* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Prepare and review monthly reconciliations of assigned balance sheet accounts and ensure that general ledger accounts are reconciled with resolution to reconciling items
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Participate in month-end close activities including the preparation and review of journal entries and review of budget-to-actual reports
* Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.

**Position: Accountant**

**QUALITY ENGINEERING & CONTRACTORS. MUMBAI-INDIA**

From: Mar-2010 to Sep-2011 (1 Year, 6 Months)

**Roles and Responsibilities:**

* Preparing financial statements on a monthly basis
* Preparing tax reports and file the necessary company revenues at the Central, state and local levels.
* Support auditing activities
* Needs in preparing profit and loss statements and in its monthly closing and cost accounting records.
* Responsible in analyzing and in compiling financial matters for better consolidation of financial entries that is necessary for general ledger accounts and other accounting records purposes.
* Monitor and review accounting procedures for effectiveness, completeness and accuracy.
* Analyze revenues and expenditures and provide appropriate recommendations and suggestions in budgeting and other accounting concerns.
* Resolve accounting discrepancies by conducting the necessary investigation and installing a more efficient auditing system.

**Position: Accountant**

**BELHASA SIX CONSTRUCT CO., L.L.C. DUBAI-U.A.E**

From: Feb-2008 to Jan-2010 (1 Year, 11 Months)

**Roles and Responsibilities:**

* Maintaining records of organization's financial activity in accordance with GAAP, organizational standards.
* Creating reports on financial performance for internal and external use.
* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Prepare and review monthly reconciliations of assigned balance sheet accounts and ensure that general ledger accounts are reconciled with resolution to reconciling items
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Participate in month-end close activities including the preparation and review of journal entries and review of budget-to-actual reports
* Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.

**Position: Accountant**

**RASHID AL HABSI TRADING. MUSCAT-OMAN**

From: Sep-2005 to Sep-2007 (2 Years)

**Roles and Responsibilities:**

* Prepare profit and loss statements and monthly closing and cost accounting reports.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
* Analyze and review budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
* Monitor and review accounting and related system reports for accuracy and completeness.
* Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
* Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
* Explain billing invoices and accounting policies to staff, vendors and clients.
* Resolve accounting discrepancies.
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
* Supervise the input and handling of financial data and reports for the company's automated financial systems.
* Interact with internal and external auditors in completing audits.

**Position: Accountant**

**BENITA POWER LINE CONTRACTION. MUMBAI-INDIA**

From: May-2001 to Sep-2005 (4 Years, 4 Months)

**Roles and Responsibilities:**

* Preparation and finalization of accounts
* Preparation of purchase orders
* Obtaining SOA from the suppliers and reconciling the same before processing payment
* Ensuring credit control through ageing analysis
* Ensuring cash control through Inflow and Outflow analysis
* Ensuring budgetary control, preparing bank reconciliation statement
* Bank laisioning
* Quoting tenders on behalf of the clients

****

**Dharmendra**

**Nationality:** Indian, **Marital Status:** Married