 **ARUN** **ARUN.15637@2freemail.com**

**Objective**

Seeking a responsible managerial position with growth opportunities in Finance, Accounting and Administration. Able to work as a key player in a challenging and creative environment.

**Strength and Skills:**

* Highly competent, self-motivated, hardworking and managerial skill.
* Good Accounting, Finance and HR experience.
* Self-Confident and good communicative skill with people at all levels.
* Excellent time and team management skills.
* Able to work under pressure and very good team worker and a good leader.
* Self-Motivated & Hard working and ability to handle multi task.
* Designing and implementing various processes to effectively assist employee issues and facilitate functional inter-departmental meetings

**Career Summary**

**7+ Years of professional experience in Accounting, Finance and Administration.**

**Professional History**

***Al Sagr National Insurance Co.(ASNIC), Dubai, U.A.E***

**Period : Since April 2008 onwards**

**Position : Senior Accountant**

ASNIC is a Public Joint Stock Company headquartered in Dubai, was launched in 1979 in Insurance Industry. The Company is presently operates with a Paid up Capital of AED230 Million and has its own branches all over UAE and an Associate and Subsidiary Company operates in KSA and Jordan viz Al Sagr Cooperative Insurance Co. and Jordan Insurance Company respectively.

**Duties/Responsibilities:**

* Prepare quarterly financial statements and supporting schedules.
* Preparing consolidated financial statements of domestic and foreign entities.
* Preparation Annual budget and variance analysis.
* Financial analysis and variance reporting.
* Responsible for the accuracy of general ledger.
* Monitoring the legal Compliances and business contract administration.
* Fixed asset processing and reporting.
* Monitor reserve accounts and short-term fund investments.
* Monitor revenue and expenditure centers.
* Review bank statements.
* Research and reconcile all discrepancies in ledger accounts.
* Following internal controls.
* Identify opportunity areas and implement improvements in the planning process.
* All purchases and services of the company.

**Supervisory Duties:**

* Schedule, delegate and review the work of junior / branch accountants.
* Perform and supervise the day to day accounting activates of the branches.
* Performance evaluation of branch accountants on a monthly basis and report to the Management.

***TATA Teleservices Limited (TTSL), Kerala, India***

**Period : Since April 2007 April 2008**

**Position : MIS Coordinator**

Tata Teleservices Limited spearheads the Tata Group's presence in the telecom sector Incorporated in 1996. The Tata Group includes over 90 companies, over 395,000 employees worldwide and more than 3.5 million shareholders. Tata Teleservices Limited has also become the first Indian private telecom operator to launch 3G services in India.

**Work Exposure**

* Coordinate with Refurbishment Parties and Authorized Service Centre to ensure smooth supply of stock in the market.
* Checking Inventory GL and take necessary action in case of any anomalies comparing with physical inventory.
* Prepare and executing purchase orders with competitive price at the most benefit of the company.
* Conducting monthly stock audit and report to the management.
* Preparation of various reports for management decision making etc.

**Education**

**Master of Commerce (M.Com) - Finance**

* Mahatma Ghandi University, Aggregate 81%, Year 2007

**IT Qualification**

* Graduate Diploma in Information Technology (GDIT)

**Special Project Participation**

* **Six Sigma Yellow Belt Project** held at **TATA Telecom** warehouse facility – Project Topic - “***Reduction of Churn NIU laying at Warehouse***”.

**Personal Details**

* Age and DOB: 29 yrs, 26/05/1985
* Nationality: Indian
* Gender: Male
* Marital Status: Married
* Linguistics: English, Malayalam, Hindi
* Driving License: Place of Issue: Dubai, Expiry Date: 13/12/2022

**Reference**

References can be provided upon request.

**Declaration**

I hereby declare that the above furnished details are correct to the best of my knowledge and belief.