**Sunil.147783@2freemail.com** **Sunil** 

**Seeking Accounting Assignments with an organization of repute to follow the latest Account Management Methodology to further enhance Corporate Functioning through teamwork and continuous upgradation of skills.**

**CAREER SNAPSHOT**

* A result oriented professional with nearly 20 years of varied experience in Finance Functions and Customer Service Industry & Insurance
* Currently working as Asst Mgr - Receivables for Union Insurance Co Psc in Finance Department who are the insurance providers and rated 5th in UAE Insurance industry who are providing all types of insurances
* Proficient in Customer Relations, Issuing Receipts for cash/Cheques/Credit Card, In Account Receivables, ensuring timely Invoice deliveries in co-ordination with the marketing department. Following for the receivables and have a control for Credit Control Policies, and Supervising, follow up, attending meetings and Debt Control.
* A keen strategist with a flair for reaching out to clients and keeping them updated on the Receivables and also keeping in check the outstanding to the minimal limit through much better and friendly approach for accelerating the growth of organization in terms of Business as well as satisfaction for clients.
* An effective communicator with good interpersonal skills.
* Reconciliation of various Bank Accounts once in two days and submit to Finance Manager.
* Reporting to the Finance Manager – Submit weekly reports on the status of outstanding Debtors. Status of customers exceeded the Credit limit against the approval. Also assisting the Finance Manager in Finalisation of the Accounts as and when required by the Management.

**EMPLOYMENT SCAN**

***Growth Path with highlights;***

* ***Aug 2012 – Till date - Asst Mgr – Receivables – Union Insurance Co. Psc Dubai***

*. The responsibilities of looking after the receivables which involves issuing of receipts for the cash/cheque/credit card/bank transfer collections and liaise with the marketing team for the follow up of receivables. Checking the receipts prior to posting. Release the statement of account to customers after matching of the receipts. Reconciliation of Debtors & attending to customer queries and meet them in case of receivables issue and sort out. Weekly reviewing of the Debtors Ageing and to have a control on old overdue outstanding as per the credit terms agreed with the customer. Bank Reconciliation twice in a week and report the status to the Finance Manager. Also involved in the administration works of the Branch in Dubai & Ajman and keeping a control on the expenses of the branch in all sections. Assisting the Finance Manager in posting the Vendor/Customer entries and update the Ledgers for month end closing and ensuring timely reports to the Management.*

*Also have insurance experience in arranging different types of insurances for customers as per their requirement & co-ordinate with the concerned team/underwriters for the quote and arrange for the original policies and in case of any claim arising processing the same with the help of underwriting team in claim underwriters. Tracking and follow up for the renewal of insurance on the due dates and do the needful with the customer and underwriters to issue the renewed policy. Also have experience in Re-insurance accounting and have done as per the requirement of the management.*

* ***June ’97 – 28.2.12 Chief Accountant Diamond lease LLC (a member of Al Habtoor Group)***
* Accountable for Sales in Dubai and Sharjah Region FOR Short Term Rentals and Long Term Leasing of vehicles by Individuals and Corporates.
* Meeting clients and looking into the timely Account Receivables and to undertake debt control measures by proactively assessing and working towards achieving assigned accounting targets.
* Reviewing all deals made and to make sure that the documentation is at par with the set Company Policy.
* Visiting existing customers to build a healthy business relationship and keeping a proper check on the payments.
* Keeping a track of the market movements & compiling the feedback based on the data collected.
* Handling and Controlling accounts for 13 Branch Locations in Dubai through a team of 10 Account Executives
* Preparing Weekly and Monthly Debtors Report and discuss with the Finance Manager for weekly and monthly review.
* Maintain up to date billing as per Company Policy
* Preparation of Daily Business Summary
* Reconciliation of revenue monthly and report to the Finance Manager
* Preparation of Trial Balance and posting to the level of P & L
* Conducting Weekly meeting with the Debt Collection team and later with the Sales concerned respectively and report to the management the outcome of the meetings.
* Monitor the interface postings by check the daily revenue postings and tally the same. Also the same for accounts receivables.

**Feb 97 – June 1997 Accounts Assistant – WITH M/S FEDERAL GENERAL TRADING, DUBAI**

* Assist the accountant in the day to day activities such as posting journals and updating the account and tally them. Preparation of Trial Balance and prepare P & L and finalize same. Attend to customer enquiries and sort them wherever required. Visiting the other branches for the collections and checking of the stock on weekly basis. Report to the Finance Manager on the activities of the day with regards to the business. Follow up of receivables, timely invoicing and delivering them follow up for any disputes or queries if any and sort them to their satisfaction.
* Handling of cash and cheques ensuring same is deposited in the bank.
* Preparation of Bank reconciliation every month.
* Any other related jobs as instructed by the Finance Manager.

**July ’92 – Jan 1997 Accountant cum Office Assistant – WITH M/S EMPIRE HEAVY EQUIPMENT TRD CO LLC., SHARJAH**

* Monitor day to day activities such as office correspondence. Attend to enquiries from customers and route the same to the concerned for preparation of quotes etc., Maintaining correspondence from customers and follow up with them for any queries and sort them out.,
* Handling of cash and cheques ensuring same is deposited in the bank.
* Preparation of Bank reconciliation every month.
* Follow up for receivables, sending invoices on proper time, liaise with the customers with regards to correctness of the statement etc.,
* Writing of the subsidiary books and posting to the level of Trial Balance and later preparation of P & L.
* Reporting to the Management on the progress of business on a daily basis. Submit weekly and monthly reports.
* Ensure invoicing as per the policy of the company.

**Nov’89 – June 92 Commercial Assistant – WITH M/S W.S. INDUSTRIES CO. LTD., MUMBAI, INDIA**

* Following up of receivables and ensure timely invoice generation and submission to customers.
* Attend to tender openings and prepare comparative statement and submit to the management for approval and follow up for negotiations.
* Visiting the customers and maintain a good relationship and keep updated on the market status etc.
* Entry of journal vouchers and posting to the respective account, reconcile the bank accounts, handling of cash ensure daily deposits to the bank.
* Prepare Trial Balance and P& L and submit to the management.

**February ’88- Oct’89 Commercial Assistant – WITH M/S GENERAL ELECTRIC CO. LTD., MUMBAI INDIA**

* Following up of payments from debtors through banks and letter of credit.
* Sending of invoices on time and ensuring the receipt of same at their end.
* Keep control on the receivable and curb it to the agreed credit terms with the clients.
* Posting of entries through subsidiary books to the level of trail balance and finalise.
* Attending tender opening and prepare the comparative statement.

**June ’86 Jan ‘88 Accounts Trainee – TAL BROS AUTOMOTIVE INDUSTRIAL CO, CHENNAI, INDIA**

* Assisting the accountant in writing of the subsidiary books, and posting them to the level of trail balance.
* Preparation of Salaries for Staff.
* Handling of cash transactions and assist the accountant in bank related works
* Handling of office correspondence, attending to telephone etc.

**Computer Proficiency**

Operating Systems : Ms-Dos, Windows 98, Windows 2000.

Accounting Packages : Tally, Orion, Armada, AX Dynamic 2012, Kerridge, Fleet Pro & Hansa World

**ACADEMIC CREDENTIALS**

1986 Bachelor of Commerce from Chennai University, Chennai University

###  Certificate in English Typewriting from Govt of Tech Exam, Chennai, India