Moni

Moni.148961@2freemail.com

**Accountant professional: Finance & management**

**Profile Summary**

4 years of experience in financial accounting such as General accounting, journal entry Preparation, ledger, payroll reconciliations and financial Statement preparation and reporting. Knowledge of accounting principles and accounting system, analytical, quantitative, problem solving skills.

**Areas of Expertise**

* Planning & executing the monthly/quarterly/annual closure schedules; providing monthly financial statements and administering the closing process (prepared and analyzed monthly journal entries as well as the Cash Flow, Balance Sheet, Income Statement, and Trial Balance financial statements)
* Provided Budgeting and Forecasting support
* Generated variance analysis of actual to Budgeted/Forecasted results
* Provide year-end support of auditor requirements, which may include research and reconcilement.
* Effectively communicate with Project Managers (PM) and Principals-in-Charge (PIC), regarding contract documents, change orders and other contract modifications, approvals, and any additional services-related to billing.
* Prepare final invoice package containing draft and final invoices for all billable projects, including all applicable backup for approval by the Accounting Supervisor.
* Mail final invoices file consultant and client invoice copies in the billing folder

**Employment Summary**

**Palladium, Make it possible(15 Jan 2015 to 31Mar 2016)**

**Financial Accountant (Project Accounting)**

* Project accounting and costing: Solely responsible for project costing and accounting for Australia and US projects
* Budgeting and forecasting: Preparing monthly forecasts for various projects and reporting it to the project managers in Asia Pacific, Middle East, Australia, UK and USA.
* Project analysis reports: Preparing the project analysis report in more than 15 source, functional currencies and reporting currencies like GBP, AUD, USD, IDR, NGR, KES, PNG, AFN, ZAR, etc
* Profit and Loss & Balance Sheet: Preparing the monthly management reports including income statements, balance sheet and ensuring that these are submitted to the management within the stipulated deadlines.
* Consolidation: Consolidating the trail balances for Australia and US entities
* Financial Audits: Facilitating in the annual audits and providing various reports the external auditors
* Fixed Assets Management: Recording the monthly depreciation cost and allocating the depreciation costs to various projects based on their usage and validating the new assets acquired
* Currency revaluation: Calculating and recording the monthly forex gain or losses via journals
* Bank Reconciliations: Preparing the bank reconciliation reports and identifying and rectifying any discrepancies found in the reconciliation
* Inter Company Reconciliations: Recording intercompany transactions and ensuring that the balances are reconciled between each entity.
* Project Cash Management: Maintaining the project cash floats and recoding the cash expenses incurred on various projects.

**Thomsun Mercantile & Marine LLC - JAFZA** (**10 NOV 2012 to 23 Mar 2014)**

**General Accountant**

* Maintain general ledger accounting including preparing journal entries.
* Passing intercompany transaction entries after reconciliation.  Bank reconciliation, Customer & Vendor accounts reconciliation.
* Handling activities in accounts payable and timely payments of vendor invoices after reviewing full set of documentations (approved quotation, P.O, delivery note & invoice)
* Regular follow up of receivables with the customers. Preparation of monthly, quarterly, semi-annually and annually MIS Reports.
* Handling activities in accounts receivables and prepare outstanding report party wise & ageing wise analysis & push for the collection to the sales department for overdue days of debtors
* Prepare debtors & creditors reconciliation statement with report of balance confirmation
* Prepared schedules for fixed assets, depreciation, prepayments, accruals, PDCs and staff benefits calculation for monthly financial reporting.
* Exchange debit note & credit note from debtors & creditors as & when needed
* Petty Cash handling & Monthly calculation of commission payable to staff
* Liaised with auditors for year-end auditing of companies and prepared audit schedules.
* Accountable for undertaking activities related to correspondence with Banks, Suppliers, Insurance Co., etc. & maintained healthy relationship with intercompany accountants.
* Supporting the senior Accountant in carrying out the responsibilities of accounts Dept.
* Coordinated with HR Dept. for employee benefits' calculations, insurance, other administration matters, for immigration and labor related issues as per UAE law.

**Temporary freelance Accountant (Perfume Boulevard Fze – Saif Zone (6 months)**

* Handle full spectrum of financial and cost accounting role in AR, AP, GL, forecasting, budgeting etc.
* Responsible for day to day finance and accounts operations
* Perform full set of accounts and ensure timely closing of accounts.
* Perform project cost forecasts/budgets, cost tracking, monitoring and controls.
* Responsible for timely monthly consolidated financial statements, payments, cash-flow
management reporting for submission to HQ in France.
* Review & approve payment vouchers & journal entries
* Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
* Issue project cost reports for review and approval.
* Develop and maintain internal control and effective accounting system and policies for the set up.

**Skills Used:-**

* Financial analysis and management reporting
* Treasury & Bank Reconciliations
* Cash Flow Management
* Audit & Internal control
* MIS Reporting
* Accounts Payable/Receivable
* Monthly, quarterly and year end reporting
* Cash Management
* Teamwork and communication

**Software Skills:-**

* Accpac, SAP Business One, Peachtree, Tally, oracle aware

**Education:-**

* Final semester **MBA** in **P**roject **M**anagement
* **I**nstitute of **C**ost and **W**orks **A**ccountant of **I**ndia (May 2009 - Dec 2011)
* **B**achelor of **Com**merce (Jun 2004 - April 2008)

**Personal details:-**

Date of Birth : 13.04-1987

Marital Status : Married

Visa Status : Husband Visa

Nationality : Indian

\* Excellent references available on request