Shankara

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**PROFESSIONAL SUMMARY:**

Visionary and goal-oriented with more than 15 years of progressive diversified experience in the Corporate Finance field with strong developing values which helps in implementing my experience and knowledge to execute jobs leading to development and the profitable growth of the organisation.

**CAREER OBJECTIVE:**

To obtain a respectable position which offers ample opportunities to make the best use of my experience in the Gulf and be part of the growth oriented organization where personal progress is possible and to utilize my skills, knowledge and experience for the benefit of the Organization and strive towards excellence through continuous improvement.

**PERSONAL INFORMATION:**

Date of Birth : 10th January, 1971

Nationality : Indian

Marital Status : Married

Visa Status : Visit Visa

**EDUCATIONAL QUALIFICATION:**

* B. Com from Bombay University in 1993
* Higher Secondary Certificate from Mumbai.

**COMPUTER LITERACY:**

Very well versed with office automation systems such as MS Word, MS PowerPoint, MS Excel, Internet and Financial Package SageV10 & Tally.

**LANGUAGES KNOWN:**

English, Hindi, Kannada & Tulu.

**PERSONAL STRENGTHS:**

* Very hard working, adaptable and self-motivated, dedicated to work with team oriented spirit and can work under pressure, offering great potential for professional growth and achievement through determination and perseverance.
* I bring with me 14 years of rich and diverse experience in the various facets of Financial Control, Accounts, Customer Support and Administrative functions. I attain positive attitude and I possess good communication skills, strong interpersonal as well as Organizational Skills and am also self-motivated with an ability to work individually or as a part of the team with a sense of ownership and accountability.

**PROFESSIONAL EXPERIENCE:**

**Worked with Pvt Ltd, Mangalore - India, as an Accountant**

**Jul-2013 to Jul-14.**

* Preparation of Sales Bill & looking after all receivables
* Reconciliation of Debtors ledger
* Bank Reconciliation.
* Looking after all payables & Handling cash
* Day to day updating of account books
* Inventory control & scrutiny of purchase orders.
* Preparation of MIS report

**Worked with M/s Geebee Garments , SAIF ZONE, Sharjah – U A E as an Accountant**

**Aug-2009 to Sep-12.**

* Calculation of monthly salary & wages for Staff & workers
* Computation of Leave Salary, Gratuity & Air Passage as per UAE Labour Law.
* Passing monthly provisional entry for end of service benefits for the workers & staff.
* Monitored accounts up to finalization including the Trial Balance & Balance Sheet.
* Bank Reconciliation.
* Looking after all payables & Handling cash
* Preparation of cash flows & financial reports to management.
* Controlled over payments & monitoring funds flow.
* Inventory control & scrutiny of purchase orders.
* Preparation of MIS report
* Liaised with Auditors & arranging for their requirements for the audit.

**Worked with M/s Desert Rangers, Dubai – U A E as a General Accountant**

**Mar-2007 to Jun-2009.**

* Maintaining cash book, General Ledger, handling and checking all the petty cash vouchers to ascertain proper debiting and charging, journal and subsidiary accounting record per statutory requirements. Handled office administration, cash and bank transaction.
* Handling accounting and finance activities including classification of bills based on various heads of accounts, preparation of sales order, invoices, maintenance of various register etc.
* Handling suppliers Payment Local & Overseas by Cash, Cheque & Bank Transfers as per Suppliers Credit Terms with reconciliation of their statement of accounts.
* Follow up for Outstanding Receivables.
* Calculation of Salaries, Wages of various employees.
* Computation of Leave salary, Gratuity, Air Passages as U.A.E. Labour law.
* Maintaining the Complete Documentation for Additions/Deletion of Fixed Assets.
* Coordinate with the Auditor for smooth auditing process.

**Worked with M/s Xpert General Trading (L.L.C.), Dubai – U A E. as an Accountant**

**From May-01 to Feb-07**

* Handling accounts up to finalization – Trial Balance & Balance Sheet.
* Follow up on payments & recoveries.
* Scrutiny of all suppliers invoices and making the payments on due date.
* Inventory control & scrutiny of purchase orders.
* Liaised with Auditors & arranging for their requirements for the audit.

**Worked with M/s. Sah & Sanghi Auto Agencies Ltd. as an Account Assistant**

**From 1994 – 2001**

* Follow up for the payments & recoveries.
* Scrutiny of all Debtors & Creditors accounts.
* Maintenance of Books of Accounts.
* Computation of monthly and yearly statutory payments
* Bank Reconciliation.
* Handle accounts up to Trial Balance.

**PERSONAL INTEREST:**

Traveling, Reading and Socializing

 My Career outlined on the above resume, is marked by abilities and skills developed through a strong work ethic. I take this opportunity to thank you profusely for your professional courtesy in reviewing my qualifications.