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**OBJECTIVES:** A challenging Career in a dynamic organization, that gives ample opportunity for growth, where I can utilize my capabilities, current qualifications and Professional experience.

 **STRENGTHS**: Ambitious, Responsible, Creative and Organized Masters graduate in Business Administration with academically qualified background. Excellent interpersonal and communication skills, able to adapt on changing work pressure.

**PROFESSIONAL EXPERIENCE:**

***3 Years of experience in Accounts and finance.***

**PIONEER TRANSPORT LLC, DUBAI**

**Designation: Sr. Accountant**

**March 24th 2014 – Nov 09, 2014**

Pioneer Transport is in transportation and logistics which renders services to top aluminium companies in Dubai and Abudhabi. It has a fleet of both own and leased trucks which operates daily to a various location in UAE. It also does cross border trips to Saudi and Oman.

**Roles and Duties Performed**

* Invoicing to Clients
* Updating vendor’s payment details to Accounts Payable.
* Reconciling receipts from customers
* Preparation of payroll.
* Coordinating with operations department.

**SOMATHEERAM AYURVEDA BEACH RESORT, TRIVANDRUM**

**Designation: Accounts Executive**

**December 10th 2012 – December 30th 2013**

Somatheeram Ayurveda group is Pioneer in Kerala’s Tourism industry. It consists of a variety of projects in tourism and health care sector. Somatheeram is recognized as the world’s first Ayurveda Resort,wich gives equal importance for health care and tourism development.

**Roles and Duties Performed**

* Checking tax Invoices and posting using Tally ERP 9.
* Coordinating with Accounts payable Department and Managing receipts..
* Checking Cash Bills generated at the POS.
* Maintaining debtor’s outstanding Statement
* Conducting a regular follow up to collect credit from Regular Credit Parties.
* Preparation Proforma invoice and sending to travel agents for payment.

**EXL SERVICES,KOCHI**

**Designation: Associate, Finance and Accounts**

**January 15th 2012 to Nov 25 , 2012**

 EXL Services is one of the top Sourcing firm primarily concentrating on financial business process Outsourcing, and have a large workforce spreading over many countries. During this tenure I got an opportunity to work with a vibrant team of Qualified Professionals, and that experience itself helped me to improve my skills, Knowledge Level, and Personality.

**Roles and Duties Performed**

* Dealt with Accounts payable section.
* Processing Purchase order invoices (PO) using SAP ERP.
* Interacting and co-ordinate with client about various issues through voice call and IM.
* Updating team leader on various work related issues and reporting to Unit manager.

**ACADEMIC BACKGROUND:**

**M.B.A** (Finance Management and Marketing Management) **2009-2011**: Institute of Management in Kerala, Adoor, Kerala University, India.

* Marks obtained 69 %.
* Mode :Regular
* Independent Research Project: Material cost evaluation and Cost Volume Profit Analysis at Terumo Penpol Pvt Ltd.
* Made a study on departmental structure at Nagarjuna Herbal Concentrates Ltd, Idukki
* Studied on competitive promotional techniques adopted in Hotel Industry.

**B.COM** (Taxation) **2005-2009**: St Dominic’s College, Mahatma Gandhi University, Kerala

* Marks Obtained- 68%
* Mode :Regular

**HSE(Commerce) 2003-2005:** Achamma memorial HSS, Kalaketty, Kottayam Dst, Kerala

Marks Obtained: 81%

**SSLC 2002-2003:** Kerala State Board –Govt Higher Secondary school, Thidanadu,Kottayam Dst.

Marks Obtained: 60%

**LANGUAGE PROFICIENCY:**

English, Malayalam,Hindi

**TECHNICAL SKILLS:**

* Tally ERP 9.0
* Microsoft Office suite
* SAP basics.
* Peachtree Accounting package

**PERSONAL DETAILS:**

Date of Birth : 10th March 1988

Sex : Male

Nationality : Indian

Marital Status : Unmarried