Finil

Email: finil.172874@2freemail.com

**PERSONAL SUMMARY**

An adaptable, lateral thinker and quick learner who has extensive knowledge of Accounts payable procedures and general Accounting processes. Well experienced and ability to handle large volumes of VAT invoices and work in a pressurized environment where there are regular interruptions. Self- motivated, team-oriented and has a strong sense of accountability and high level of attention to detail. Right now would like to work for a company that is keen on hiring individuals who are smart, financially aware and interested in a career in the Finance department.

**PROFESSIONAL EXPERIENCE**

**Tristar Transport LLC - Dubai**

Accountant April 2014 – Present

Responsible for working closely with the management accounts team to ensure correct general ledger coding is used on all invoices and expenses.

**Duties:**

* Handled full cycle Accounts Payable duties in high volume, fast-paced environment
* Verified, sorted, coded, processed and assembled VAT invoices in Oracle ERP for manager approval
* Review of VAT entries and reconciliation that support VAT returns.
* Reviewed expense reports for corporate policy compliance and responded inquires regarding proper coding of expenditures
* Prepared monthly A/P accruals
* Reconciliation of Bank Accounts
* Performed month end closing and post re-classing entries
* Reviewed vendor statements and purchase orders, investigated and resolved open issues
* Investigated unrecorded liabilities for items processed outside the PO system
* Reconciling intercompany transactions on regular basis
* Setting up vendor accounts and reconciling statements
* Handling vendor inquiries and resolved invoice discrepancies
* Assist in the interim and year-end audit

**Med health Medical Centre FZCO - Dubai**

Assist. Accountant July 2013 – March 2014

**Duties:**

* Generating Daily Report from HIS for amounts and numbers of transactions.
* Prepare and collecting all required documents for insurance claims / Corporate claims.
* Maintain medical record department (MRD) patient files.
* Maintain Debtors details with updated records in Excel & MIS.
* Posts financial data to appropriate accounts in an automated accounting system, according to instructions.
* Maintain Petty Cash – Replenishing the petty cash fund on the last day of each month.
* Reconciliation & Maintain monthly, weekly and daily reports of transaction.
* Other duties may be assigned as deemed necessary by the supervisor.

**Cost cutter Group - London**

Convenience Team Leader October 2008 – May 2012

**Duties:**

* Provide guidance to the team based on management direction.
* Checking the inventory listing with actual stock on the shop shelves and reporting discrepancies to managers.
* Process cash and credit card transactions accurately & efficiently.
* Dealing with and resolving problems and issues which arise.
* Motivating the team to achieve high standards
* Ensuring all administrative records are entered and updated correctly.
* Attending training sessions and organize promotional events.
* Dealing with and resolving problems and issues which arise

**EDUCATIONAL QUALIFICATIONS**

**MBA (FINANCE) University of Gloucester – UK 2008 -2009**

* Modules include Accounting, Finance, Project Management, and Credit Risk Management & Organization Behavior.
* As a Project work “An evaluation and analysis of the risk/return profile of LLOYDS Bank- UK”.

**B. Com University of Calicut – INDIA 2004-2007**

* Modules include Accounting, Business Management, Marketing, IT, Business Application & Business System.

**KEY COMPETENCIES AND SKILLS**

* Impressive work ethic, reliable, dependable and conscious of duties and responsibilities.
* Responsible attitude & willing to undertake additional professional responsibilities.
* Investigating and resolving all irregular and unusual transaction.
* Able to motivate and lead others in a team environment.
* Methodical approach to getting things done.
* Able to prioritize tasks and workloads in order of importance.
* Ability to pick up new skills and knowledge quickly.
* Intermediate to advanced experience with MS Word, MS Excel, MS Outlook
* Proficient in accounting program in Oracle ERP

**PERSONAL PROFILE**

Nationality: Indian

Marital Status: Married

Gender: Male

Date of Birth: 22nd July 1985

Visa Status: Residence Visa