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**JACKIRIYA**

**JACKIRIYA.174127@2freemail.com**

**CAREER OBJECTIVE**

To pursue a career as **Accounts Manager** in a challenging work environment with responsibilities for upgrading, developing and implementing creative ideas and enhancing my skills with highest quality standard and gaining valuable experience exploiting professional and personal skills while being resourceful, innovative and flexible.

**PROFILE**

* Have **19+ years** of rich and extensive experience as **Accounts Manager** & **Senior Accountant** with reputed companies in UAE
* Professionally Qualified with**Bachelor Degree in Commerce (B.com)** from India
* A process oriented professional having an in-depth understanding of all phases of accounting and financial activity with diversified skill set and ability.
* Proven analyst with skills in devising and implementing policies, procedures for accomplishment of business goals in pre-set parameters; and adept in delivering services.
* Gained comprehensive experience in handling all accounting transactions
* Skilled in overseeing preparation and maintenance of statutory books of accounts with extensive knowledge in handling audits, taxation and cash related matters.
* Demonstrated abilities in completing, consolidating &finalization of accounts within time budgets and calendar schedules while handling multiple tasks.
* Proven ability in improving operations, enhancing business growth &maximizing profits through achievements in finance management, internal controls and productivity/efficiency improvements.
* Reasonable understanding, knowledge and experience of different ERP packages used by companies
* Comprehensive understanding and knowledge of IFRSInternational Financial Reporting Standards
* An effective communicator with good relationship building & interpersonal skills.
* **Holds a Valid UAE Driving License**

**AREA OF EXPERTISE**

* Balance Sheet / Bank Reconciliation
* Month-end Reconciliation & Analysis
* AP/GL & P&L Analyses
* AR Aging
* Reports & Documentation
* Vendor Relations & Customer Service
* Financial Reporting
* Strong Excel Skills
* Experience in SAP FI/CO module
* Experience in Tally ERP 9
* Good all round Financial AccountingKnowledge

**WORK EXPERIENCE**

* **Accounts Manager**, Jebel Pack LLc & Milly Pack Fze (Manufacturer of Corrugated Carton Boxes & Duplex Food Board Boxes), Jan 2016 to till date
* **Senior Accountant**, Associated Construction & Investments Co. LLc (Eta Ascon Group – Steel Fabrication & Erection Division), Sep 2002 to Dec 2015
* **Accountant cum Sales Incharge**, Princess Jewelers, Al Ain – UAE, 1997 to 2002

**Job Responsibilities**

* Supervising the timely preparation of statutory books of accounts and finalization of year end statements.
* Preparing quarterly presentations to be presented to Board of Directors for the purpose of approval of quarterly accounts
* Planning audits and assignments to execute them in effective and efficient manner by assessing system of accounting and internal controls to evaluate risk at business, financial and operational levels.
* Preparing Annual Accounts (Profit and Loss Account & Balance Sheet)
* Preparing Fund Flow and Budget Forecasting
* Prepare and discuss internal control memorandum.
* Review and verification of sale and purchase procedures, revenue recognition, budgets, grant income, audit checklists, payroll activities, fixed assetsand stores/stock in trade valuation to ensure compliance in each area.
* Provide collection report before deadline to the senior Management
* Coordinate the whole range of Accounts Payable and Receivable.
* Handle cash management; control petty cash; prepare render accounts of individuals & departments.
* Manage the Invoice generation Operation & Credit Control.
* Ensure reconciliation of all general ledger&sub ledgers is performed on regular basis.
* Finalize Trial Balance with supporting schedules.
* Ensure effective fixed assets & inventory control is applied.
* Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
* Ensure continuous development & improvement of the procedures within the finance department.
* Liaise with & assist external auditors; implement recommendations if any; take corrective action wherever required.
* Overseeing the preparation & maintenance of accounting systems & financial statements including P&L account and balance sheet, ensuring conformance to time, accuracy and statutory norms.
* Reporting to the Chief Finance Manager to support the successful execution of projects by monitoring and advising on financial performance and consulting with the Senior Manager
* Working capital management
* Insure financial management by providing financial planning, comparison of actual with planned
* Monitoring financial data of various divisions of the company which includes financial statements, accounts payables and receivables, Bank Reconciliation.
* Coordination with internal departments for inclusion of customized reports in ERP software
* Preparation of Reports, Vouchers, Debit Notes, Credit Notes, Reconciliation of Bank Accounts, Debtors Account, Creditors Account and other ledgers etc.,
* Offer suggestions on improving the accounting system if required.
* Maintaining Security of Daily Collection and ensures cash tallies at end of the day
* Keeping record of Petty Cash payments and making Cash Reconciliation statement

**ACADEMIC QUALIFICATION**

* **Bachelor of Commerce [B.Com.],**Bharathidasan University, India, 1993-1996

**COMPUTER SKILLS**

* Diploma in Computer Application
* SAP ERP Finance & Controlling
* Tally ERP 9
* Extensive knowledge in Ms. Office

**PERSONAL INFORMATION**

Date of birth : 20/06/1975

Nationality : Indian

Marital status : Married

Visa Status : Employment Visa (Transferable)

Language Proficiency : English, Tamil & Hindi

**License : Hold a Valid UAE Driving License**