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| H:\930.jpg Curriculum Vitae Imran Imran.175073@2freemail.com A Postgraduate of Commerce in Accounting & Finance |
| **SUMMARY**  |
|  | A highly motivated Gulf experienced Accountant with a verifiable record of accomplishment spanning 7 years. Extensive exposure in the spheres of accounting and general management within diversified industries. Highly creative, recognized as a result oriented and solution focused individual. Areas of strength includes,

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| * G/L and Reconciliations
 | * A/R and A/P
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| * Costing and Budgeting
 | * Working Capital Management
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| * MIS & Financial Reporting
 | * Internal Audit & Control
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| * Complied to policies-set standards
 | * Excellent Planning & Organizing Skills
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| **PROFESSIONAL WORK EXPERIENCE** |
|  | **Indo Asia International, Chennai India, - Accounts and Operations** **Executive,** Feb 2015 - Dec 2016, Reporting to MD**Core Accountabilities*** To manage and handle overall accounting and operation activities of the firm
* To maintain and coordinate the implementation of accounting and accounting control procedures.
* Equipping operations to comply with legal ethics and standards to avoid legitimate trials.
* Establish and develop good liaison with local channel partners and with other clients / vendors to mount commercial growth.
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| **Al Rais Logistics, Dubai UAE, - Accountant,** July 2013 - Dec 2014, |
|  | Reporting to Finance Manager**Core Accountabilities**

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| * To provide support to the Finance Manager to ensure that all financial functions

are completed in a timely manner* Comply to the process & procedures for capturing, updating & maintaining financial data
* To prepare and maintain general ledgers of the firm and validating completeness

and authenticity of documents |
| * Cost allocation of DCL Calogi, IATA, CDR, DP World and other Airlines account in the

system in a weekly, fortnightly and monthly basis |
| * Liaise with clients / vendors to resolve any queries relating invoice / receipts / payments
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| * Preparation of all cheques and TT payment after verifying with relevant jobs, LPOs

and other supportive documents |
| * Facilitate and complete monthly closing procedures and generating relevant reports
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| * Preparation of monthly Income, Profit and Loss Statements
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| * Assisting in Preparation of Trial Balance and Balance Sheet of the company
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**Cargo World Shipping & Logistic, Dubai UAE, - Accountant,** Feb 2011 - April 2013,Reporting to Manager and MD**Core Accountabilities*** Posting all financial transactions of the firm
* Inputting & updating all costs relating to the job in the system
* Institute proper systematic filing of all paid vouchers with its pertinent attachments
* Preparing Invoices for the customers on daily and monthly basis
* Managing Accounts Receivable & Payable and submitting those reports
* Reconciliation of Bank Accounts, Debtors & Creditors Account
* Prepare Payments for Vendor bills, Company utility bills & Trade License bills
* Handling Petty Cash book issuing IOUs and reimbursement of cash against voucher
* Posting Accruals, Prepayments, Provisional and Depreciation JVs
* Preparing and processing monthly Payroll through WPS
* Prepares and submit daily bank and sales report to the Management
* Prepare Income, profit and loss statements on monthly basis

**Indo Asia International, Chennai India, - Accounts and Operations Assistant,**May 2008 - Nov 2010, Reporting to MD**Core Accountabilities**Assisting in overall Accounting and Operational tasks of the firm. To keep a track of receipts and payments into bank and to Co-ordinate with Customs House Agent CHA & Container Freight Station CFS for shipment clearance and delivering to clients. |

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| **education** |

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| **(ICWA - Intermediate) Cost and Management Accounting** |
| Institute of Cost Accountants of India, Chennai, India. |
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| **M.Com - Master of Commerce in Finance,** 2007 - 2009 |
| Pondicherry University, Pondicherry, India. |
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| **B.Com - Bachelor of Commerce,** 2004 - 2007 |
| Barathidasan University, Trichy, India. |

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| **computer skills** |
|  Well-versed in computerized accounting and familiar with MS Office |
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| * **SAGE 50 & Peachtree** ERP & General Accounting System
* **Oracle ERP** – **JD Edwards & AFSYS** (Accounts Module)
* **Oracle ERP** – **Flotilla** (Accounts & Operation Module)
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| * **CRM - ZOHO** (Accounts & Operation Module)
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| **ACCOMPLISHMENTS** |
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| * Reduced A/R aging from an average of 65 days to 40 days in 8 months.
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| * Established new credit criteria for new accounts, significantly reduced bad debts.
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| **PERSONEL PROFILE** |
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| Date of Birth  | 09th March 1986 |
| Religion, Nationality | Islam, Indian  |
| Marital Status  | Single |
| Languages Known | Tamil, English, Hindi (basic), Arabic (basic) |
| Visa Status  | Transferable IQAMA |

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