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| H:\930.jpg Curriculum Vitae  Imran  [Imran.175073@2freemail.com](mailto: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,   |  |  | | --- | --- | | * G/L and Reconciliations | * A/R and A/P | | * Costing and Budgeting | * Working Capital Management | | * MIS & Financial Reporting | * Internal Audit & Control | | * Complied to policies-set standards | * Excellent Planning & Organizing Skills | |
| **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. | |
| **Al Rais Logistics, Dubai UAE, - Accountant,** July 2013 - Dec 2014, | | |
|  | Reporting to Finance Manager  **Core Accountabilities**   |  | | --- | | * 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 | | * 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 | | * Preparation of monthly Income, Profit and Loss Statements | | * Assisting in Preparation of Trial Balance and Balance Sheet of the company |   **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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| **ACCOMPLISHMENTS** | | |
|  | | |  | | --- | | * Reduced A/R aging from an average of 65 days to 40 days in 8 months. | | * Established new credit criteria for new accounts, significantly reduced bad debts. | |
| **PERSONEL PROFILE** | | |
|  | |  |  | | --- | --- | |  |  | | 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 | | |