

**LOHIT**

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**Job Objective**

To obtain a challenging position in a growing industry that would enable me to use my diverse academic background combined with creative talents and strong work ethic to further develop my skills and knowledge.

**Educational Qualification:**

➠**ICAI :** Passed Intermediate from The Institute of Chartered Accountants of India and completed one group of Final group.

➠ **ACCA:** Pursuing Diploma in IFRS from ACCA,UK,

➠**Bachelor of Commerce :** Passed from the Utkal University,India with 1st Division.

**Principal Subject** :

Principle studies included as Accounting, Economics, Finance, Indian Direct Tax & Indirect Tax, Statistics, Business Communications, Bus. Law, Business Management, Management Accounting. Professional studies cover Indian Account standard, IAS &IFRS.

**Career Summary:**

Highly motivated, creative and versatile Semi qualified Chartered Accountant with substantial 14 year experience in Accounting, Taxation, Auditing, and Finance in various industrial sectors such as manufacturing, trading, construction and service sectors.

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| **Company Name** | **Types of Company** | **Place** | **Nos. of Year Experience** | **Position Held** |
| **Leading Aircraft Services** | Aviation | Abu Dhabi, UAE | 2.1 Years | Accounts Manager |
| **Leading Construction LLC** | Civil Construction | Dubai, UAE | 3 Years | Senior Accountant |
| **Leading Engineering Services LLC** | MEP Contracting | Dubai, UAE | 2.4Years | Astt. Accounts Manager |
| **Leading Transfer (P) Ltd** | Engineering Manufacturing | Odisha, India | 2 Years | Senior Accountant |
| **Ramkey Engineering (P) Ltd.** | Waste Management | Bangalore, India | 2.1 Years | Accountant |
| **Leading & Co Chartered Accountant** | Audit Firm | Odisha, India | 1.3yeas | Audit Manager |
| **Leading & Co. Chartered Accountant** | Audit Firm | Odisha, India | 1year | Audit Executive |
| **Leading & Co. Chartered Accountant** | Audit Firm | Kolkata, India | 4years | Audit Articles |

**Experience**

**Accounts Manager- Leading Co, Abu Dhabi .** 5th May 2011 to till date.

This **c**ompany is owned by His Excellency Shaikh Rakadh Bin Salem Al Ameri, Ex- Petroleum Minister of UAE. Abu Dhabi Aircraft Services (ADACS) was commenced in the year 2006 and its primary object is Cleaning & Maintenance of Aircraft, Engineering & Technical service as well as providing catering services to Etihad Airway, V-Australia, Royal Jet.

Job Profile **:**

* Responsible for finalization of accounts and group consolidation.
* Responsible for monthly account closing, budgets, MIS, banking relationship.
* Liaising with clients, bankers, auditors, suppliers, subcontractors, & other regulatory Authorities.
* Ensuring compliance with accounting standards, local regulations, group policies and internal guidelines.
* Supervise the Payroll functions for Staff & Workers Salary, HRA advance, annual leave salary, EOS, various deductions, Overtime & ensuring the compliance on WPS as per UAE Laws

**Senior Accountant - Leading Construction LLC,Dubai.** 12th April 2008 to 4th May 2011.

This is a experienced construction and construction management company in the Middle East.PLGCis known for its best-in-class portfolio of premier real estate including office, apartment and retail properties and new residential communities.

Key Projects: The Ajman Corniche Residence Project is a construction contract valued of USD 286 million consisting of a multi-storey high rise residential apartment community situated in Ajman

The Dubai Lagoon Project is a construction contract valued of USD 293 million, consisting of a master planned residential apartment community situated at Dubai Investment Park

Job Profile :

* Supervising the accounts division, maintaining & control means upon company's assets, liabilities, revenues and expenditure.
* Analyzes and reconciles expenditure, revenue ,payable, receivable accounts periodically.
* Prepares audit schedules for external auditors and acts as a liaison between the company and auditors.
* Preparing & monitoring Budgets, Cash flow, MIS, Comparing actual with Budgets and reporting for the variance to the management.
* Responsible for preparing cash, bank and journal vouchers, their corresponding postings and preparation of financial statements
* To manage monthly general ledger posting and passing necessary journal entries to make system more accountable.
* Correspondence with Banks, vendors and other business partners.
* Ensure that the company’ accounting records are prepared and updated accurately and in a timely manner at all times.
* Supervising the accounts payable functions for more than 300 suppliers.

**Asst. Manager Accounts - Trinity Engineering Services LLC, Dubai** 15th Dec 2005-10th April 2008

This was a ISO 9002 certified company and its principal activities was Electromechanically Contracting involving Electrical, Plumbing and Central Air conditioning whose strength was 700 efficient workers & 140 administrative staff and annual turnover was AED.400 Million.

* Posting Bank vouchers and prepare BRS monthly.
* Posting all month end provisions entry eg. Leave salary, Gratuity, Depreciation.
* Reconciling of all payables and arranging vouchers for payment on their due date.
* Prepare schedule for Financial statement for year end Audit.
* Reconcile employee advance ,OT, provisions, payable and deduction monthly.
* Prepare debit note or credit note for sister concerned and reconciled monthly.
* Verifying and maintain the Fixed Assets ledger, grouping, scheduling the depreciation.

**Senior Accountant – Alfa Transformer Pvt. Ltd. India, Bhubaneswar** Oct’ 2003 to Dec’ 2005

The company was in the business of manufacturing power transformer up to 1.6 MVA to 33KV rating and its production capacity was 200 MVA per annum .

* Posting petty Cash, Purchase, Journal Voucher.
* Posting Bank vouchers and prepare BRS monthly.
* Posting all month end provisions entry eg. Leave salary, Gratuity, Depreciation.
* Reconciling of all payables and arranging vouchers for payment on their due date.
* Maintain tracking of all statutory dues eg. PF, ESI, Adv.Tax, Service Tax, Sales Tax.

**Accountant - Ramkey Engineering Pvt. Ltd, India, Bangalore** Aug ‘2001 – Oct’ 2003

This was a environment and waste management organization, the company a specialist multidisciplinary organization focused on construction, infrastructure development, waste management, design-build-own-operate projects, real estate, infrastructure consultancy , finance and investment.

* Handling petty Cash and subcontractor payment.
* Posting Bank vouchers and prepare BRS monthly.
* Posting all month end provisions entry eg. Leave salary, Gratuity, Depreciation.

**Audit Manager - A.K Sabat & CO. Chartered Accountant, Orissa.**  Jan ‘2000 - July ‘2001

This was a leading Chartered Accountancy firm in the Orissa. having client like RELIANCE, ONGC & TATA is major clients.

**Audit Executive - A K Kar & CO., Chartered Accountants, Orissa.** Dec ‘1998 - Jan ‘2000 

This was a leading Chartered Accountancy firm in the Orissa. having client like Orissa State Electricity Board, Orissa Mining Corporation.

**Audit Articles** - **B C JAIN & CO., Chartered Accountants .India, Kolkata.** Oct ‘1994 - Sep ‘1998

This was a leading Chartered Accountancy firm in the West Bengal. having client like Britania,Calcutta jute Factory etc.

**Job Profile in Audit Firm:**

* Independently handling statutory, Internal, Tax Audit of various manufacturing companies as well as Govt. Corporation and Hotels etc.
* Accounts Finalization, financial feasibility study and project consultancy work of various organization.
* Company law matters and statutory compliance.

**Computer Knowledge :**

Basic :Advanced proficiency with Microsoft Office Works Suite 2007 (Access, Excel, Outlook Express, Power Point, Word, and WordPad.

**Accounting Package : Horizon,ACCSOFT, FOCUS,TALLY 7.2, Wings2003.**

**Social Skill & Competence :** Excellent communication and language skills in English as well as native tongue. Good writing skills. Excellent interpersonal skills and high level of integrity.

**UAE Driving License :** Holding UAE driving license since 2007 and valid upto 2016

**Personal Information:**

Date of Birth: 31st May 1974

Passport Expiry date: 01/12/2020

Present Status of Visa: Employment

DECLARATION

I do hereby declare that the all statements furnished in this C.V. are true to the best of my knowledge and belief.