

**Willy**

**E-mail:** [willy.180696@2freemail.com](mailto:willy.180696@2freemail.com)

**CAREER OBJECTIVE:** To pursue a challenging and growth oriented career in an organization that offers opportunities to learn and grow by delivering the results.

**CARRER SUMMARY**

* A detail oriented professional with excellent knowledge of accounts possesses rich experience of 6+years of experience in finance analysis and account principles and ERP.
* Experience in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
* Innovator with creative skills and experience to improve overall business processes.

**IT SKILLS**

* Tally Accounting 9.0
* ERP
* MS Office
* Quick Books
* Peach Tree
* Operating System - Windows XP/Windows7/Windows8

**SCHOLASTICS**

* MBA ( Specialized in HR and Finance) from TKMCE, MG University, India
* Bachelor of Business Administration ( University of Kerala)
* Tally 9.0

**PROFESSIONAL EXPERIENCE**

**Currently Working in Qatar as Account Assistant in World Star W.L.L Qatar from Feb 25th 2015**

Responsibilities

* Maintained Inventory control policies and procedures.
* Ordered and tracked inventory on hand.
* Kept careful track of inventory via database system.
* Anticipated inventory need when ordering.
* Preparing weekly and monthly daily report.

**BOMBAY INTELLIGENCE SECURITY INDIA LTD, INDIA**  January 2014 - February 2015

**Account Officer**

Responsibilities

* Maintenance of cash book.
* Maintenance of petty cash book.
* Entering data in ERP.
* Preparing of Business Development Report Monthly.
* Preparing of Daily Collection Report.
* Preparing of Credit Note.
* Keep record of the invoices of the organization.
* Investigate and resolved outstanding issues.
* Review invoices and check requests.
* Set invoices up for payment.
* Handling petty cash.

**AMWAJ SAHAM TRADING & CONSTRUCTION L.L.C,**

**Sultanate of Oman** 2011 March to 2013 March

**Accountant Assistant**

Responsibilities

* Maintenance of day to day books of accounts.
* Preparing invoices and follows up to client for payment received.
* Preparing vendors payment and vendors reconciliation.
* Responsible for updating account records and book keeping.
* Responsible of documentation.
* Maintain general ledgers.
* Coordinated monthly payroll functions.

**QRS TRADERS**

**KERALA INDIA** 2010 to 2011

**Tally Operator**

**Responsibilities**

* Maintained day to day book of Accounts in tally.
* Maintained journal Entry sale, purchase and expensive invoice.
* Preparing sales invoice.
* Coding of invoices.
* Preparing Ledger.

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**ACADEMIC PROJECTS**

* Organizational study for MBA was conducted at **‘SSMH HOSPITAL'** Kollam .The study was done to understand how an organization functions with its various Departments - internship of 3months.
* Final project for MBA was conducted at **‘MILMA DAIRY' Kollam** on **FINANCAL STATEMENT ANALYSIS -** internship of 6 months.
* Main project done for BBA was **‘CUSTOMER LOYALITY OF KINETIC SCOOTER AMONG WOMEN CUSTOMER'** The study was done to identify the customer satisfaction among women customer.

**ADDITIONAL INFORMATION**

* Sultanate of Oman Driving License

**PERSONAL PROFILE**

* Date of Birth : 17/06/1984
* Nationality : INDIAN
* Marital Status : MARRIED
* Languages known : English, Hindi, Tamil, Malayalam

**DECLARATION:**

I affirm that the above given details are true to the best of my knowledge.

**Willy**