 PRAVEEN

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| **CAREER OBJECTIVE** |
| Senior Accountant with 11years of corporate accounting and management experience. Hands-on senior level with expertise in accounting systems development, fiscal management and financial reporting. Proven record of developing and implementing financial and operational controls that improve P&L scenario and competitively position the firm. Successful in smooth transition from one accounting software to other to keep extra edge to any organization for the overall growth and expansion as times demands. |

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| **Personal & Professional Profile** |

* Professional experience in **Accounts/Audit** in different companies.
* Excellent communication and inter personnel skills.
* Having very good command over spoken and written English.
* Excellent Computer Skills in overall accounting software and Excel.
* Good in implementing knowledge and experience at work.
* Ability to take responsibility and adhere, deliver within the stipulated timelines
* Highly organized with ability to skillfully manage multiple tasks in fast paced environment.
* Ability to work under tremendous work pressure & meet deadlines with ease.

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| **Professional Experience** |

**October 2013 to 2016(till date)** - **Speed Middle East Group**

Working as Senior Accountant for **Speed Middle East General Trading LLC** & for **Middle East Logistics Cargo Services LLC** since October 2013

**Company Profile**

**Middle East Logistics & Cargo (MEL&C)** is one of the market leaders in Land Transportation and Logistics Services in GCC countries. **MEL&C** is specialized in land transportation of Oil, Gas & Water Pipes of various dimensions, across all GCC countries as well as in-country transportation

**Speed Middle East General Trading (SME)** was established in 2006 to provide its customers with easy access to Industrial Tools, Abrasive Minerals, Electrical Products, Marine Technologies and Lab Equipment from both the US and the European market. Also **SME** is an authorized Manufacturer representative of **Bradford White** (which is a US Company handling with commercial water heaters and Electrical Items) for the **Middle East (UAE, Qatar, Bahrain, Oman, Afghanistan, Pakistan & India)**

**Major Responsibilities**

* **Prepare asset, liability, and capital account entries by compiling and analyzing account information.**
* **Support the development and updating of financial policies, procedures and standards, including keeping abreast of new financial controls within the organization for better financial practices, and ensure that all staff are well informed in their use.**
* **Ensure that all financial transactions are implemented according to policies and procedures.**
* **Ensure that all financial documents are accurately supported, approved and coded and that all cheque list, petty cash and purchase orders are maintained correctly.**
* **Recommends financial actions by analyzing accounting options.**
* **Ensure that staff payroll administration is verified for accuracy, properly processed and that all statutory payments are made on a timely basis and accounted properly.**
* **Manage banking accounts and monitor the balances effectively and efficiently including cross verification of monthly bank reconciliation, foreign exchange management and cash flow management on a timely manner.**
* **Manage all the bank accounts and bank loans and creating good relations with Relationship mangers**
* **Support Finance Director in group funding and disbursement, and ensure acknowledgement of receipts and financial reporting is accurate, professional and timely way.**
* **Contribute and support in annual budgeting and financial planning.**
* **Review financial statements and reports of group companies and assist in group consolidation for annual reporting and also provide financial advice/training to the departmental staff.**
* **Prepare monthly expenditure as part of MIS and comparison of the figures with budgeted reports, and find the variance and report the same to Management on a timely basis.**
* **Undertake periodic checks of assets and stores and report the same to Finance head and to the management.**
* **Prepare accurately the draft financial reports after verifying the complete accounting records and present the annual financial statements in a timely basis.**
* **Prepare for and co-ordinate with internal and external auditors to ensure that annual audit takes place efficiently and on timely basis.**
* **To assist the administration department in manpower planning and annual budgeting in human resources of the organization.**
* **To assist the project managers in calculating exact project overhead for different projects so that each project will be quoted by a normal profit margin keeping in mind all the project overhead expenses.**
* **Fair Knowledge in IAS/US GAAP.**
* **To handle transfer/receipt of different foreign currencies including USD, GBP, EURO, SAR and point of contact for all queries with banks or any other financial institutions.**

**July 2011 to June 2013 – Mathias Middle East WLL-Bahrain**

**Senior Accountant**

Company Profile

 **Mathias Middle East WLL** is an international company, who provides services to its customers with all the kinds of Promotional items, supplying materials to wholesale dealers, government and school authorities, and exhibitors for International Bahrain Air show etc.

**Key Responsibilities**

* **Coordinating all the financial matters of the company and general administration**
* **Verification of all the books of Accounts**
* **Handling of Local & Import Purchases**
* **Proper verification and preparation of Sales/Invoicing**
* **Support and proper controlling of Manufacture Unit and sales team**
* **Support the operations of the branch with financial insight in the areas of cost control, expense control and Budgeting.**
* **Proper control on Accounts receivables and Accounts Payables**
* **Managing Bank and Cash accounts and monitor the balances effectively and efficiently including cross verification of monthly bank reconciliation**
* **Verifying all the receipts of the company and sending the outstanding balance report on a weekly basis to management**
* **MIS Reports to management**
* **Confirming the quotations based on budgets and making orders for our various customers.**
* **Coordinating for the yearly audit and conducting different internal audit for the branch.**
* **Payroll preparation of the company after making necessary deduction for late reporting, absence and personal call deductions**
* **Preparing vacation settlement and full and final settlement of the employees.**
* **Month end verification of receipts books from sales team to reconcile both cash and cheque collection.**
* **Month end accounts reconciliation**
* **Any other ad-hoc responsibilities.**

**December 2008 to June 2011 - Quality Education School, Manama, Bahrain**

**Accountant Cum Administrator**

Worked as an accountant cum administrator and handling all the books of accounts and preparing the books up to Auditing. Main duties were to handle the cash and bank and the reconciliation of these accounts, preparation and processing of staff expenses, handling the inventory parts, dealing with the vendors and customers and also to keep the monthly Income and expenditure reports to the management. Detailed duties and responsibilities are below.

**Duties & Responsibilities**

* **Finalization Up to Balance Sheet and Profit & Loss Account**
* **General Administration.**
* **Handling the parents related to Admission**
* **Checking the qualification and age of student**
* **Maintaining student’s files with all the records like Registration, admission**
* **Qualifications, Parents details with Bahrain rules & visa status**
* **Preparing and processing of monthly payroll**
* **Maintaining Accounts Receivables and payables**
* **Preparation of Cash Flow Statement.**
* **Preparation of monthly management report as part of MIS.**
* **Inventory control, issues and reconciliation**
* **Dealing with Suppliers and Customers**
* **Confirming the quotations and making orders to the various parties**
* **Preparation of Invoices**
* **Preparation of financial analysis statements.**
* **Maintaining Bank & Cash Accounts**
* **Monthly Reconciliation of Bank account**
* **Dealing with company petty cash accounts and imprest cash balance.**

**May 2005 to December 2008.**

**Faculty cum Accountant**

Worked as Computer Faculty cum Accountant at IRS Computers & Communications Pvt Ltd. (One of the Leading Computer Centre and having various Branches in Kerala)

**Duties & Responsibilities**

* **Teaching Computer Courses to all kind of students. (Main Subjects include Tally, Peachtree, MS- Word, Ms- Excel, PowerPoint, Ms Access And Operating Systems)**
* **Assisting in Office Administration and accounts**
* **Preparation and procedure of Payroll**
* **Overall Lab in-charge duties**
* ***Worked as MRO (Machine Room Operator) & Handling All software’s of MCA & BCA of IGNOU (Indira Gandhi National Open University) at Study Centre 1417 (P) From May 2005 to December 2008.***
* ***Worked as a part time Manager cum Accountant in Divine Super Shoppe (P) Ltd From 1-7-2006 to 26th Dec 2008.***
* ***Worked as an Accountant at Dream Media’s Accounts Division Irinjalakuda from 1-5-2004 to 30-4-2005.***

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| **Educational Qualification** |

* **Advanced Diploma in Computerized Financial Accounting**
* **Bachelor of Commerce (Finance – Calicut University)**
* **Plus Two (Board of Public Examination Kerala)**
* **SSLC (Board of Public Examination Kerala)**

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| **Computer Proficiency**  |

**Software’s : Tally9 ERP, Peachtree, DacEasy & MS Office (Excel, Word)**

**Operating Systems : Windows-2010/2008/2007/2003/2000, Windows- XP, Windows 2003 Server & Linux**

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|  **Reference**  |

* **Will be furnished upon request**

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| **Declaration** |

 **The above furnished details are correct to the best of my knowledge and I would like to emphases to the fact that if given an opportunity in your esteemed organization, I would strive to do my best with integrity and sincerity.**