**Gulfjobseeker.com CV No:** **1294578**

**Mobile +**971505905010 / +971504753686

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Competent accounts professional with 12+ years of proven work experience within diversified industries in UAE, and India. Consistently demonstrated competencies in accounting up to finalization, audit procedures, AR/AP, cash management, inventory control, maintenance of all books of accounts, balance sheet, reconciliation, statement preparation, various accounting records, MIS reporting and client relations. Carried out reviews on payroll, income, expenditure, fixed assets and stocks complying with audit standards and Generally Accepted Accounting Principles. Possess strong commitment, capacity to drive efficiency and financial performance with excellent communication, analytical, problem solving, organizational, coordination, and interpersonal skills. Well versed in accounting packages Cargomate & Tally ERP 9.6

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| |  | | --- | | **STRENGTHS** | | | |  | |
|  Gulf experienced Accounts Professional | | |  Expertise in various Accounting functions | |
|  | | Strong Auditing Orientation |  Timely & Accurate Accounts Finalization | |
|  | | Payroll Management |  MIS Reporting – Financial Statements Preparation | |
|  Adhere to Set Policies & Standards | | |  Can Multitasking & Meet Strict Deadlines | |
|  | | Asset Management |  Proficient in Cargomate& Tally ERP 9. | |
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| **Educational Qualification:** | | |

**Professional : M.Com (Finance) From Madurai Kamaraj University.**

**Academic : B.Com, (Accounting& Costing Main) From M.G University.**

**Technical : Post Graduate Diploma in Computer Application.**

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| **Career Snapshots** |

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| July,2010-present |

**Designation : Group Finance Manager.**

Organization : **Vijayapurath Group (M/s Rajan Jewellery and**

**Diamonds India Pvt Ltd/Sreevijayalakshmi Silks India PvtLtd), Kerala, India.**

(Leading group in jewellery and textile industry in Kerala)

**Reporting to**  **:** Managing Director

**Job Responsibilities :** Managing the entire Finance cum accounting activities of

the Company. It’s detailed to:

\* Preparation, maintenance & finalization of all Accounting records

\* Establishing Internal Controls to protect the overall assets

of the company.

\* Budgeting, Forecasting & Performance Evaluation

\* Cost Control

\* Accounts Receivable & Accounts Payable

\* Preparation of monthly cash forecast.

\* MIS Design & Implementation

\* Working Capital Management & Financial administration

\* Liaison with Banks, Auditors, Insurance Companies etc.

\* Supervising payroll preparation

\* Scrutinizing bank reconciliation report

\* Managing insurance related issues

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| June,2007-June,2010 |

**Designation : ACCOUNTANT GENERAL**

**Organisation : M/s EMIRATES COMPUTERS CO.DUBAI ,UAE**

(It is one of the leading system integrator and technology provider in Middle East)

**Reporting to**  **: Group Vice president (finance)**

**Job Responsibilities :** Managing the entire Finance cum accounting activities of

the Company. It’s detailed to:

\* Preparation, Maintenance & finalization of all Accounting Records

\* Establishing Internal Controls to protect the overall assets

of the company.

\* Budgeting, Forecasting & Performance Evaluation

\* Cost Control & Stores Control

\* Accounts Receivable & Accounts Payable

\* Preparation of weekly cash forecast.

\* MIS Design & Implementation

\* Working Capital Management & Financial administration

\* Ensure that inter farm accounts are reconciled monthly.

\* Liaison with banks, Auditors, Insurance Companies etc

\* Supervising payroll preparation

\* Scrutinizing bank reconciliation report

\* Managing insurance related issue

\* Visiting different locations of the company and checking

whether internal control system is effective or not

\* Identifying the weakness in internal control system and

Reporting to management with remedial measures

\* Surprise visit to various locations of the company to

check cash and stock

\* Observation of month end stock taking

\* Checking transactions to ensure that proper supporting

documents are attached

\* **Experience in M.S. Navision (ERP)**

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| June-2005-May,2007 |

**Designation : SENIOR ACCOUNTANT**

**Organization : M/s. Swift Freight International (Logistics and**

**Freight forwarding co), Dubai.**

(It is one of the leading logistics and supply chain companies in U.A.E.)

**Reporting to**  **:** Accounts Manager.

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| April.2002-June 2005 |

**Designation : Accounts Manager.**

## Organisation : M/s. AQUA HYGIENE PVT LTD BANDRA (E), MUMBAI, INDIA

**Reporting to**  **: Managing Director.**

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| **AREAS OF EXPERTISE** |

* Handle complete books of accounts independently up to completion with zero error tolerance including books of transaction, cash, stock, production, AP/ AR, reconciliations, petty cash / credit control, invoicing, general ledger, journal, accruals, payroll administration, fixed asset management and other related jobs.
* Manage reconciliations and collections of due account receivable on regular basis including follow-ups.
* Monitor daily bank balances through internet banking and prepare daily bank position.
* Oversee inflow / outflow of funds whilst taking adequate measures to ensure optimum utilization of available funds towards accomplishment of organizational objectives.
* Monitor general ledgers accounts and its supporting transaction documents.
* Manage month-end closing cycle as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.

Report suspicious debtors, write-offs; establish and monitor credit limit.

* Generate all financial reports including P / L Account, Balance Sheet, Cash Flow statement as well as year-end reports to keep track of financial performance.
* Direct physical inventory process and identify warehouse layout improvement following financial ledgers hence increase efficiency.
* Implement and set up inventory supplies for automatic re-order point.
* Prepare employee’s monthly salary payment file & transfer letter to bank as per Wage Protection System (WPS).
* Capable to delegate and supervise various accounting works assigned to staff.
* Provide necessary guidance and instructions to meet deadlines as well as achieve needed result.
* Present analytical view on cost control, determine deviations and suggest improvements.
* Streamline process / procedures to attain greater efficiency in workflow and deliverables.

Liaise with auditors and conduct various audit procedures such as AR/AP confirmation, materiality determination, inquiries and analytical procedures.

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| **Personal Particulars** |

Nationality Indian

Date of Birth 1st May 1977

Marital Status Married

Passport Number G-2144277

Visa Status Visit

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| **Additional Skills** |

Computer : Full-fledged computer knowledge, in various operating

systems and Accounting software, like Tally, Cargomate,

Microsoft Great Plains, Microsoft Navision etc

Language : English, Hindi, Malayalam, Tamil.

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| Declaration: |

I hereby declaring all the testimonials above furnished are best of my knowledge and belief.