**CURRICULUM VITAE**

**Gulfjobseeker.com CV No:** **1297050**

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Dynamic, analytical and highly motivated accounts professional with proven record of crises management and planning along with maintaining high level of customer satisfaction.

**Career objective:**

Seeking a suitable position in your respective concern and a challenging environment to improve my knowledge and skills to contribute to the growth of the organization.

**Work Experience:**

* *Company : M/s. Al Madinah Al Hadeeth Garage*
* *Designation : Accountant*

Working as an accountant since 18th November 2013, we are one of the oldest and experienced organization in Dubai rendering our services in this field. Our state of art auto body and paint booth (Wurth) specialized in accident claims and having an excellent in auto insurance market. Our garage offers a complete range of automotive services for all type of light and heavy (Petrol & Diesel) vehicles. We aim to provide a shop solution for our valued customers with a professional team of experienced, well-trained and skilled workers for any technical solutions and general services.

**Work Experience:**

* *Company : M/s. PRECIOUS DIES MANUFACTURING L.L.C, P.O BOX NO: 390134, DUBAI.*
* *Designation : Accounts In charge*

I worked as an Accountant from 14th ***April, 2008 to 22.05.2013***. Done in Tally 9 Software, Business Inventory Brain & MS. Excel packages

***PRECIOUS DIES MANUFACTURING L.L.C is*** the most advanced Tool room in Dubai.Equipped with all modern **CNC** machineries in Dubai.

We undertake all type of precision jobs for VMC Milling, CNC Turning, Wire Cut EDM, CNC Spark Erosion, Surface Grinding and Cylindrical Grinding. We are specialized in Mould and Tool Manufacturing. Doing Oil Field Jobs machining.

**Major responsibilities:**

1. In-Charge of the Account settlement and Clearing Section
2. Voucher creation and Daybook preparation
3. Making a Trial balances, Profit and Loss Accounts and Balance sheets
4. Clearing Bank Book & Bank Reconciliation accounts
5. Inventory control
6. Purchases : follow the proper procedure
7. Purchasing for materials & prepare Credit note & Debit Note.
8. Vouching of Purchase bills, Sales bills etc.,
9. Preparation of Payroll- Calculation of salary, overtime & project wise payroll report.
10. Credit control – Preparation of creditor's and debtor’s statement as per material supply, project wise creditors, debtors and payments.
11. Auditing – Calculation of depreciation, payables &receivables etc.
12. Preparation of sales invoices and maintains all necessary records.

* **Contractor** : **M/s Karpara Project Engineering Pvt. Limited**.
* **Company** : **M/s Dong Fang Boiler Industry from China National**

**Machinery & Equipment Import & Export Corporation, China**.

* **Customer** : **M/s Vikram Cements Plant, Aditya Birla Group, Khor,**

**Neemuch, M.P**.

* **Designation** : **Accountant**

**KARPARA PROJECT ENGINEERING PVT.LIMITED** is one among the leading boiler construction works. I worked as an Accountant from ***21st Dec, 2006 to 29th Feb, 2008***.

**Major responsibilities:**

1. In-Charge of the Account settlement and Clearing Section
2. Voucher creation and Daybook preparation ( Cash book and Bank book)
3. Making a Trial balances, Profit and Loss Accounts and Balance sheets
4. Clearing Bank Book & Bank Reconciliation accounts
5. Every month Checking for Inventory details & Budget preparing in MS. Excel
6. Day book & Inventory details preparing in Tally 9 software.
7. Every month preparing of staff & labours P.F remittance
8. Maintain high level standards of staff-welfare, labours welfare & accommodations.

* **Contractor** : **M/s Dowel Erectors Pvt. Limited**.
* **Company** : **M/s Bharat Heavy Electrical Limited**.
* **Customer** : **M/s National Thermal Power Corporation, FGUTPP,**

**Unchahar**. **Raibrali, U.P**

* **Designation** : **Accountant**

**DOWEL ERECTORS PVT LTD**. is one among the leading boiler construction works. I worked as an Accountant from ***18th June, 2005 to 17th November 2006***. It was done in Tally 7.2 Software & MS. Excel packages.

**Major responsibilities:**

1. In-Charge of the Account settlement and Clearing Section
2. Voucher creation and Daybook preparation
3. Making a Trial balances, Profit and Loss Accounts and Balance sheets
4. Clearing Bank Book & Bank Reconciliation accounts
5. Every month Checking for Inventory details & Budget preparing in MS. Excel
6. Day book & Inventory details preparing in Tally 7.2 software

**RAMCO Agencies & Asia Net Cable Franchisee,***02 October, 2002 to 28 February, 2005*

RAMCO Agencies & Asia Net Cable Franchisee is one among the leading Home Appliances in Kerala, with Hire Purchasing for customer loans in all Branches in Kerala. I worked as an Assistant Accountant in Its Head Office with the responsibility of Accounting with Inventory control, Purchases Invoices, Sales Invoices and Stock Checking business of its branches. I was working in Tally 7.2 Software package.

**Major responsibilities:**

1. In-Charge of the Account settlement and Clearing Section
2. Voucher creation and Daybook preparation
3. Making a Trial balances, Profit and Loss Accounts and Balance sheets
4. Clearing Bank Overdraft accounts
5. Checking for Inventory, Credit Notes and Debits Notes
6. Preparing Kerala Value Added Taxes and other **Sales Taxes** for monthly turnover with submitted monthly ledgers to **Sales Tax Officer**

7 Maintain high standards of customer satisfaction.

Johan Philip & Associates, *02 May 1998 to 10 August 2002*

Worked as an Accounts Assistant with the Chartered Accountant Firm. Handling the auditing of major Co-operative Societies, Shops and Private Firms. This included periodic visits to the respective offices of the clients in order to inspect their books of accounts and observe the operations and subsequently reporting the findings of such visits.

**Major responsibilities:**

1. Working as an Accountant with Office-in-Charge
2. Preparing different books of accounts like Ledgers, Journals and Petty cash etc.,
3. Checking of Day book with Ledger
4. Vouching of Purchase bills, Sales bills etc.,
5. Preparation of Trading, Profit and Loss Account and Balance Sheet
6. Assists in Preparation of Audit Reports

**Academic Records**

Doing **MBA in Finance from Jaipur National University.**

Bachelor of Business Administration in **finance** course passed from **Hill University** in the year of 2013.

B.Com course completed from T.K.M.M, Nangiyarkulangara, Alappuzha (Dist), Kerala in the year 1996. Completed Pre-Degree from Kerala University, Thiruvananthapuram, Kerala in the year 1993. Matriculate was completed from St:Johan's High School, Mattom, Mavelikara in the year 1991.

In addition,

Passed

1. Advanced Diploma in Computer Application (ADCA) from Data-Tech Computer Institute and Software Development, Mavelikara, Computer center and Industrial Training Center, recognized by the Government of India.
2. Windos95/2000, MS. Office, Internet Savvy, Tally-7.2, Peach Tree, C, C++, FoxPro and Java.

**Personal Details**

Date of Birth May05, 1976

Sex Male

Marital Status Married

Visa Status Employment (Date of Expiry: 17.12.2015)

Languages Known English, Hindi, Malayalam & Tamil