| **Gulfjobseeker.com CV No:** **1314876**  **Mobile +**971505905010 / +971504753686  To get contact details of this candidates  Submit request through Feedback Link  <http://www.gulfjobseeker.com/feedback/submit_fb.php> | | G:\passport size.JPG |
| --- | --- | --- |
| Experienced professional competent in Finance, Accounts and Administration with more than 15 years of managerial experience. Well-organized team leader, excellent analytical, problem solving, decision making, time management and communication skills. Keenly interested to work in a more challenging environment which will promote forward thinking and strive for excellence. | | |
| **STRENGTHS** | | |
| * 15+ years of managerial experience |  | |
| * Proven Team Leader * Strong commitment towards service excellence |  | |
| * Ability to remain calm in challenging situations |  | |

**EDUCATION**

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| **MBA (Finance) -** Vinayaka Missions University, Tamil Nadu, India |  |
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| **PGDCA -** NSS College of Engineering, Palakkad, Kerala, India  **INFORMATION SYSTEMS AUDIT & CONTROL -** Higher Colleges of Technology (HCT), Dubai. |  |
| **B. Sc -**  S.B. College, Mahatma Gandhi University, Kerala, India |  |

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**EXPERIENCE**

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| **Finance Manager**  A Well reputed Ready Mix Concrete Manufacturing Co. in Dubai with branches all over UAE. | **October 1998 – Present** |
| **Business/Systems Analyst** | **1995 – 1998** |
| M/s Majan Printing & Packaging Co., Ras Al Khaimah, UAE | |
| **Business Analyst/Faculty Member** | **1993 – 1995** |

M/s International Computer Industries (ICI), India

**I.T. SKILLS**

Expertise in Visual Fabs ERP, Windows, DOS, UNIX, RDBMS and proficient in MS Office Suite, Internet and E-mail Applications.

**AREAS OF EXPERTISE**

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| * Responsible for the finalization of monthly and annual accounts. * Prepare, examine, and analyze accounting records, financial statements & reports to assess accuracy, completeness and conformance to reporting and procedural standards. * Responsible for managing the Finance Department of a group with different branches across UAE which includes a crusher unit and preparation of MIS reports to the management. * Responsible for handling all bank accounts, credit facilities and other bank related services. * Supervising accounting staff with their task in billing, bookkeeping, checking ageing of accounts receivables, accounts payables and other accounting procedures. * Responsible for the preparation of all accounts information including balance sheet, income statement, sales report analysis, inventory analysis etc. * Preparing cash flows * Control the account of debts & credits and follow up debtors collections with sales people and analyze transitory accounts. * Assigning staff to various works and overseeing the timely completion of assignments. * Responsible for managing External & Internal Audits and controls the month end, year end and closing process and prepares year end schedules that will be handed over to external auditors as per target dates. * Assists the auditing team in their interim and year end audits in order to ensure prompt and accurate closing of accounting books. * Ensures and preparing the required budgetary approvals for all transactions. * Directed financial infrastructure support including financial systems, procedures, personnel and policies. * Assisted in developing business plans with Finance and Planning Department. * Assisted in the software development for the Accounts, Raw Material, Shipping etc. |

**PERSONAL DETAILS**

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| Nationality | : | Indian |
| Date of Birth | : | 18th May 1970 |
| Marital Status | : | Married |
| Visa Status  Driving License | :  : | Resident  Valid UAE Driving License |
| Languages | : | English , Malayalam, Hindi, Tamil & Arabic |

**EXTRA CURRICULAR ACTIVITIES**

Had won prizes for elocution and quiz competitions in School & College level.