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**Career Summary:**

* Around 15 years of experience in the Department of Finance and Administration which dealing with classifying, summarizing and recording in a significant manner and in terms of money transactions and events which are of financial character and interpreting the results thereof.
* Presently working with FDC International FZE, Dubai (U.A.E) as Asst. Manager-AR.
* Present work includes routine natures of customer follow ups and closely watching on the AR ageing in SAP System. Also supervising of cash receipts and other modes of payments received from customers. Keeping custody of documents related to customers. Also assisting the Credit Manager, AR Manager and also indulging in some aspects of Management Accounting and also providing training on SAP AR module to Junior Accountants.

**Career History:**

**Company : FDC International FZE –** UAE.

**Position :** Assistant Manager - AR

**Period :** From June 2011 to Till Date

**Key Responsibilities:**

* Heading AR team and monitoring the aging of accounts receivable including calculating the average days of outstanding.
* Providing Daily & Weekly collection report to Finance Manager also providing expected collections for the coming week.
* Responsible for daily credit and collection operations for all the regions.
* Tracking, monitoring and reporting on critical data relevant to receipt of funds.
* Performing collection functions including calling, emailing to customers and also closely working with other A/R accountants.
* Responsible for including assessing credit worthiness of accounts, proposing appropriate credit limits, minimizing risks.
* Responsible for closely following up in collecting on unpaid invoices/invalid deductions.
* Providing general leadership, guidance and support to relative team members on their collection follow-ups and also on doubts related to SAP.
* Liaising with all AR accountants in their weekly report on collection and also upcoming collection for the coming week which is then collectively forwarded to Finance Manger.
* Procuring Monthly & Yearly customer balance confirmation for internal & External Auditors.
* Evaluating & Resolving Invoice issues and invalid deductions related to payment.
* Meeting customers locally and overseas in order to evaluate their credit worthiness and pass on the information to the credit manager for further credit limit setting.
* Also responsible in assisting credit controller in evaluating and setting customer master data in SAP.
* Assisting Chief Accountant with daily Journal entries related to customer and bank. Posting payments related to customers.
* Reporting to Finance & Credit Manager on critical customer whose overdue has gone above stipulated credit period, so that management can take decision on how to recover the overdue payments.
* Making sure to meet my professional obligation through efficient work habits such as meeting deadlines, coordinating with other AR accountants by scheduling meetings and implementing management decisions in an effective manner and demonstrate respect for others.

**Company : Private Office of H.H. Sheikh Saif Bin Zayed Al Nahyan –** UAE.

**Position :** Senior Accountant (Overseas Location)

**Period :** From January 2011 to May 2011

**Key Responsibilities:**

* Monthly scrutinizing and preparation of expense report for each overseas location.
* Responsible of check and valuating the utilization of funds in each locations
* Requesting AP team for the transfer of fund to each location.
* Monthly reconciliation of each location accounts and reporting to the finance manager.

**Company : Al Ershad Group of Companies –** UAE & Bahrain.

**Position :** Senior Accountant **/**Administration in Charge

**Period :** From September 2007 to December 2010

**Key Responsibilities:**

* Daily preparation of cash and fund flow reports of all the branches and reporting directly to the directors.
* Weekly monitoring the stock movement and also allocation of stocks to all branches.
* Keeping a close watch on the AR of all the branches and requesting reports from the accounts assistants of each branch on a weekly basis including the status of the collection of AR.
* Personally handling AP by collecting the payable details from the suppliers and reconciling it with the company records and then issuing cheques with agreed credit terms.
* Giving approvals to sales for issuing invoice to only those customers whose payments are on time and also with good history.
* Providing monthly Sales Report, Stock Movement report and other financial report to the directors which will be helpful in taking decision for the coming month.
* Also in charge of Administration for the group by looking after the staff payroll & their benefits. Keeping records of the employees attendance and their over time worked.
* Also in charge of verifying and scrutinizing application for recruiting a staff for the available vacancies in the group.
* Keeping & maintain all the company confidential reports & documents and also making sure the availability of each documents when ever needed.

**Company : Arveen General Trading L.L.C-** Dubai, United Arab Emirates

**Position :** Senior Accountant.

**Period :** From June 2005 to August 2007.

**Key Responsibilities:**

* Preparing daily fund flow and reporting it to the Finance Manager & the Managing Director.
* Liaising and negotiating with bank in case of bank facilities, exchange rates & interest rates.
* Preparing import LC’s and also scrutinizing export LC’s for any discrepancies.
* Following up for customer payments and reporting to Finance Manager on the weekly collections.
* Providing weekly ageing reports to Finance Manager and also updating on the upcoming payments in the coming week.
* Preparing payments to vendors and also providing weekly report on payment done and also updating on upcoming payments in the coming week.
* Handle complete books of accounts independently up to finalization including books of cash transaction, Bank reconciliation, payroll and other related jobs.

**Company : Silver Mark Computers**– Dubai, United Arab Emirates.

**Position :** Accountant.

**Period :** From September 2000 to May 2005.

**Key Responsibilities:**

* Verifying & maintaining cash book & bank book. Verifying & maintaining cash book & bank book.
* Verifying Statement of Accounts of customers & vendors.
* Follow-up with customers on due payments.
* Preparing cheques for payments to the vendors according to the respective credit days.
* Monthly revision & reconciliation of bank statements, customer ledger & vendor ledger.

**Company : Speed Wings Academy for Air & Sea** – Kerala, India.

**Position :** Accountant.

**Period :** From February 1999 to February 2000.

**Key Responsibilities:**

* Maintaining petty cash book and bank book.
* Depositing Cash in bank on daily basis.
* Creating & maintaining student’s database.
* Creating and maintaining records of the students of the institute.
* Initiating counseling for the students.
* Maintaining staff payrolls and preparing payroll vouchers on the due date.
* Keeping a track of the fees paid by the students.

**Core competencies:**

**Accounting & Auditing:**

* Specialized in handling accounting systems, preparing accounting records & financial statements.
* Proficiency in formulating budgets and implementing systems/procedures, conducting analysis, formulating key reports to exercise financial control and enhance the overall efficiency of the organization.
* Effective communicator with ability to work under pressure. Passes a flexible & detail oriented attitude.
* Keeping proper custody of important valuable papers of the company.
* Supervision of daily cash, receivables & payments.
* Handling monthly closing and review of trial balance.

**Accounts Receivable & Payables:**

* Supervision of all accounts receivables and making sure that the accounts assistance are doing the follow-ups and the collections on time.
* Liason with the suppliers and making sure the payments are made exactly as per the records and also as the agreed terms.
* Legally handling the bounced cheques and also the default customers.

**Banking & Funds Management:**

* Regular monitoring of funds position in the bank accounts of the company.
* Preparation of banks transfers, cash deposits, cheques deposits, cheques withdrawals and also keeping a close monitoring of the bank balances.
* Preparation of Bank reconciliation statement.
* Preparation of foreign payments, receipts, Export LC, TT and also documentation of the proof of these transactions.

**Logistics and ware house management:**

* Preparation of documents for moving stocks from JAFZA to Dubai.
* Instructing the store supervisor on allocation of stocks.
* Viewing weekly reports of stock movements.
* Viewing and scrutinizing monthly stock reports.

**Financial Reporting:**

* Preparation of MIS reports, profit & loss account, balance sheet, cash flow statement.
* Always making sure that the books are maintained in a perfect manner so that an interim audit is possible at any time.
* Providing daily fund flow report to the directors.
* Providing monthly report on product wise sales.
* Preparing for annual auditing which is provided to auditors.

**Administration Services:**

* Processing of Payroll on monthly basis and distributing pay-slips to employees.
* Checking the attendance details of the employees on monthly basis.
* Verifying and processing of staff overtime worked.
* Maintain the records of employees Visa & Labor card renewal dates.

Accounting employees annual travel & leave benefits.

**Academic Outlook:**

**Commerce under graduation (computer specialization):** Higher Secondary Education 1993 – 1995,

 Dubai, U.A.E.

**Bachelor Degree in Commerce (B.Com):** Mahatma Gandhi University 1995 – 1998 April,

 Kerala, India.

**Professional Outlook:**

Currently Registered with IMA and Undergoing CMA Course

**Computer Proficiency:**

Well versed in the implementations of Microsoft Office (Word, Excel & Microsoft Outlook)

**Accounting Software:**

Tally 5.0 versions, Peach Tree, Focus 5 & Focus RT (ERP Version), Quick Books & **SAP (ECC Version 6 & also EHP Version 6)**

**Career Objectives:**

Having acquired reasonable experience in the area of Accounts, Administration & Finance, Controlling Payable & Receivables, my objective is to work with professionally managed organization, where I can use my skills to the complete level and grow steadily along with the organization.

**Personal Details:**

Date of Birth : 05 October 1977

Place of Birth : Cochin, Kerala, India

Nationality : Indian

Sex : Male

Marital Status : Married

Visa Status : Employment Visa

License : Valid UAE Driving License

**Languages Known:**

English, Hindi, Malayalam & Arabic being learnt.

**Personal Mission:**

I am a self-motivated, energetic, skilled, hardworking person and have capabilities to work in a challenging environment individually or collectively as a team. I believe that my current qualifications and determination will allow me to be great benefits achieve goals and enhance the efforts of my employer for progress.

Yours Truly,