**Objective**

To use my experience & expertise in accounting, finance & related fields to develop & maintain good internal controls & provide timely & accurate information to the organization which would be helpful to the management in appropriate decision making for the growth of the organization.

**Domain of experience**

* MIS reporting
* Dealing with external audit
* Cash flow management
* Internal Controls
* Cash & Bank Reconciliation
* Dealing with banks on LC’s
* Variance analysis
* Finalization of Account
* Receivable & payable management
* Budgeting & forecasting

**Academic and professional qualifications**

2015 – Present : Pursuing CMA, The Institute of Management Accountants, USA

2009 : Master of Business Administration – Finance, Vinayaka Mission University, India

2001 : Bachelor of Commerce, MG University, India

**ERP experience**

Orion10G & Tally

(Coordinate with 3i Infotech for the up-gradation of Orion10G from old version)

**Career Progression**

More than 14 year’s work experience in accounts, finance and audit in the following organisations have provided me with wide range of experience in finalisation, reporting and evaluation

Aug‘07 – present : Senior Accountant – Prime Projects International LLC, Dubai

Reporting line : Finance Director

Company profile : An International Business group with diverse activities in Manufacturing, Construction, Trading, Hospitality, Travels, Contracting etc.

**Profile / achievements**

* Responsible for overall general ledger of the company & month end closings & drawing of TB,PL & BS
* Maintain Fixed Asset , Prepayment & Deposit register
* Generation & analysis of MIS reports such as sales report, inventory, creditors/ debtors ageing etc
* Controlling entire cash transactions of the group on a daily basis
* In charge of accounting/ finance, costing activities of the organization
* Liaising with banks on L/C’s from suppliers/customers & preparing the necessary documentation for onward submission to the bank
* Handled the accounts payable cycle from booking of a supplier invoice till processing the payment on time
* Preparation of payable and receivable schedule for all customer and cross verify it with the ledger balances, digging out the discrepancies and rectify it with proper JE
* Preparation of cash requirement report after liaising with other departments and taking into consideration their requirements which gave the management a fair picture of the cash required for a given period
* Renegotiated credit period with major suppliers.
* As the internal auditor of the organization, conducted periodic audit of different departments to detect, noncompliance to the agreed process/procedures , detect fraud, duplicated effort, if any,& suggested ways for improvement
* Handled other functions like administration, payroll processing, employee end of service etc.
* Management and mobilization of funds from different bank accounts for proper and timely utilization of funds for various activities like payments to suppliers, Creditors, investments etc
* Handling of external auditors – explaining to them the process flow & work processes being followed & providing the auditors with required documents, reports, schedules etc

Mar‘03 – Jul ’07 : Accountant, Arab Heavy Industries P.J.S.C, Ajman

Reporting line : Finance Manager

Company profile : Ship building & repairing company, located in Ajman and Managed by Keppel Group, Singapore.

**Profile / achievements**

* In charge of accounts Receivables, Payables and Fixed Assets
* Handling of Petty Cash and daily cash reconciliation.
* Supervision of invoicing, checking if invoicing is done as per the contract terms
* Preparation & submission of periodical outstanding report to the management
* Involved in stock counts & also assisted the supply chain department in preparation of GRN
* Undertake daily & monthly bank reconciliation.
* Dealing with external & internal audit

**Initial work experience**

Oct’01 –Feb’03 : Accounts Clerk, M/S Dias and Associates, Bangalore, India (During Articleship)

**Visa Status Employment Visa (Transferable)**

**Personal Information**

* Date of Birth 28-Sep-1980
* Marital Status Married
* Nationality Indian
* Languages Known English, Hindi & Malayalam
* References To be furnished up on request.