

**Mahalingam.**

**Email:** **mahalingam.26713@2freemail.com**

**Accounts- Finance Professional**

**Professional Summary**

Dedicated, multi-tasking, Accountant **Sr. Accountant** SAP End-user with over 17+ yrs of experience, in diverse business environments, that demand strong organizational, Technical and interpersonal skills.

Possess strong communication skills, an ability to interact with cross-functional departments, with a high degree of professionalism, discretion and problem resolution capabilities. Seeking a challenging position with a dynamic organization that welcomes initiative, dedication, and demands excellence in consistently meeting business objectives and exceeding standards.

***Key Skills***

* Well Experienced in handling LC’s, LG’s and invoicing and developed good relationship with Banks
* Receivables follow-up with professional Approach with Customers and Suppliers, using ageing Analysis, receivable/ payable Reports.
* Update and monitoring Customers and Suppliers records and present to management on Daily basis.
* Ensuring adherence to accounting and financial management policies of the company. Formulating, implementing and supervision of internal control mechanisms
* Expertise in developing budgets and projected financials
* Experienced with Metal fabrication Industry, determining the job in queue, job in- process, work order, finished job ready for dispatch, for evaluation of Job Costing.
* Monitoring with Bank , for debits and Credits on Daily basis for tallying the book balance with bank balances.
* Daily Report monitoring such as Sales, purchases, payments and receipts, tally with physical and System Reports.
* Maintained reports and monitored with bank statements, LC’s, LG’s, Ext LG’s, submission.
* Experienced in implementation of ERP systems and the formatting of financial reports

**Key Responsibilities Handled**

* **Direct management of company** Finances, Accounts, Strategic Financial planning and business risk assessment, Working Capital Management, Cash / Fund Flow Management, Corporate Budgets, Auditing, Banking, Compliance Management, Systems & Procedures development, Credit Control management, Insurance, Fixed Assets, Administration and bottom line performance.
* **Responsible for Finalization of accounts** and reporting as per company Reporting Rules & International Accounting Standards.
* Supervision of debtors, creditors, commissions and general ledger.Management of banking operations including overseas accounts.
* Reviewed and approved journal entries passed by staff accountants
* Reviewed, maintained and reconciled balance sheet accounts including inter-company reconciliations
* Monthly pay-roll processing and preparation of their annual benefits & settlements
* Manage tasks, from different departments, as and when requested and maintain intra-departmental relations.
* Have detailed knowledge of accounting procedures, liaison with banks, develop and nurture client relations.
* Team player with excellent interpersonal skills can handle the multi-task, work under pressure, without supervision and meet deadlines.

**Professional Experience**

July2017 to Dec 2017  **Senior Accountant/ Accountant**

 **KKompany Media Solutions (FZ) L.L.C**

 Jan 2015 – May 2017 **Senior Accountant/ Accountant**

 **Ahli Group of Com,panies.Dubai UAE.**

Dec 2011- Dec’2014 **Senior Accountant /AP-AR/Accts**

 **Suvadh Metal Structure Manufacturing Co**

Mar 2009 - Nov ‘2011 **Senior Accountant/ Credit Controller**

 **Dubai Insurance Co., Dubai, U.A.E.**

Aug 2001- Jan ‘ 2009  **Senior Accountant/ Accountant**

 **Sadaf Travel & Tours Dubai UAE.**

**I.T. Skills**

**Tally: Synchronization, Data Export, ERP 9.0,AMC, Data Migration. Implementation Training Support Customization**

**MS Office** Word, Excel, PowerPoint, Access, Publisher, Outlook, and Internet Explorer, MS Windows.

**Advanced Excel** with pivot tables and look-up / Orion and MS-GPS ERPs/ and E-mail applications.

**Educational Qualifications**

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| **Year** | **Certificates Obtained** |
| **2011** | **System&Application in Data Processing (S A P ) and Business Intelligence (BI)*,*** |
| **2008** | **Master of Business Administration (Finance),** Sikkim Manipal University, Karnataka, INDIA |
| **2006** | **Diploma in Import / Export Management,** APTECH, Dubai, U.A.E**.** |
| **2000** | **Diploma in Java / JavaScript / HTML/ DHTML,** SSI Institute, Chennai, India. |
| **1997** | **Diploma in Oracle / RDBMS,**SSI Institute, Chennai, India. |
| **1992** | **Bachelor of Commerce,**Osmania University, Hyderabad, India. |

**Trainings and Personal Enhancement**

 2009 : Tally Software Training, Time Management, Job Skills Management,Zabeel Institute, Dubai.

**Languages Known**

**English, Hindi, Tamil, Malayalam & Arabic**

***PERSONAL DETAILS****:*

Date of Birth : 17th Nov, 1962

Nationality : Indian.