**CURRICULAM VITAE**

Habeeb

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**Carrier Objective**

To pursue the career as an Accountant which is challenging, responsible and affords the opportunity of utilizing knowledge, experience, leadership, communication skills and computer experience.

**Work Experience:**

(More than 10 years experience with Gulf and India)

Organization **M/s. Project Development Company W.L.L**,

Designation **Assistant Chief Accountant**

Industrial Industrial Catering

Duration of work: **2006 June to till date**

Organization: **Lagan Establish (KSA)**

Designation: **Accountant**

Industrial : Trading & Service

Duration of work: One Year

Organization: **Syed Ammal Trading & Cont.**

Designation: **Accountant.**

Industrial : Trading

Duration of work: 2 Years & 6 Months

**Current Job Roll**

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|  **Sector** |  **Work flow** |
|  **AR , AP & Cash Clearance Account** | * Supervision on the AR and Revenue Vs Deposit Schedule monthly basis.
* Supervision on the AP Payments with SOA & other related Dues.
* Checking the Payments & Collections
* Preparing the Monthly Bank Balance report. Cash & Chq Collection, Deposit reports.
* Monitoring the Daily Cash flow.
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| **Budget** | * Budget Monitoring & controlling
* Preparing the analyze report of budget vs. actual variance
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| **Accounts Closing** | * Preparing the P&L for all the Projects & Consolidated P&L.
* Preparing the Balance sheet
* Preparing the Budget Comparisons with Project P&L.
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| **Reconciliation** | * Bank Reconciliation
* Inter Departmental reconciliation
* Checking & Monitoring the AP & AR Reconciliation.
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| **Related to Payroll** | * Checking the Vacation settlement, Indemnity and Other Benefits.
* Checking the Salary, Overtime & Other allowances.
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| **Fixed Assets** | * Supervising and Checking fixed asset movements and confirming the records with site accountant’s & Depreciation for the Assets.
* Supervising asset disposal and additions.
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| **Journal & Others** | * Passing the Necessary month end journals.
* Checking all the Amortizations & Passing the Entries
* Checking all the Prepayments & Deposits
* Checking Control & Suspense Accounts
* Preparing the Schedules and reports for Interim & Annual Audit
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| **Further Experience** |
| **Accounts Payable** | * Checking PR , LPO with Invoices
* Checking the AP Ledgers with SOA
* Preparing the Payments as per the Credit Terms or Limits
* Maintaining the reconciliation of AP.
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| **Accounts Receivable** | * Preparing the Daily & Monthly Invoices (Cash & Credit)
* Preparing the Monthly Cash Sales , Credit Sales Report
* Follow up & Collecting the Receivables & other Dues
* Maintaining the Reconciliation of AR.
* Preparing the Sales Commission & Incentive and other benefits
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| **Miscellaneous** | * Monitoring Customers Local orders and Deliveries
* Preparing the Sales order Vs Delivery reports
* Checking the Re order level
* Maintaining Records for the prepayments & Amortizations
* Calculating the Cost
* Petty Cash Reconciliation & Reimbursement
* Analyzing the Stock Movements
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| **Final Accounts** | * Preparing Profit Loss for the Project & Consolidate
* Preparing and submitting of Balance sheet
* Preparing the control accounts
* Establishing & maintains of company financial procedures
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**Educational Qualification**

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| **Year** | **Institution** |  **Award/Qualification** |
| **1997 -2000** | **Bharathithasan University, Trichy, India** | **Bachelor of Commerce (B,Com)** |
| **2000** |  **SS Computers****Trichy. India** | **Diploma in Computer Accounting Management (DCAM)****( DOS, Ms Office, Tally 5.4 )** |
| **2004**  | **CSC Computers****Ramnad. India** | **Diploma in Office Automation (DOA)****(Ms Office 2003 , Tally 6.3 )** |
|  | **Training & Work Experience** **(ERP System)** | **Peachtree , Focus 5 & Focus RT** |

**Personal Details**

**Gender: Male**

**Civil Status: Married**

**Language Known: Tamil, English, Hindi, Malayalam & Little Arabic.**

**Date of Birth: 01-06-1980**